

## ROYAL NEW ZEALAND COASTGUARD INC

### Minutes of the Annual General Meeting held at Online and at the AMRC, Solent Street, Mechanics Bay, Auckland Saturday, 17<sup>th</sup> October 2020 - 09:30am

#### Welcome

The President of the Royal New Zealand Coastguard Incorporated, Mike Purchase opened the meeting at 09:30am welcoming Honorary Life Members, Unit Delegates, Board Members Volunteers and Staff that joined the on-line meeting. Mike also express his acknowledgement to our funders, sponsor, search and rescue partners and key stakeholders, all of who play an important role in supporting Coastguard in our mission of saving lives at sea.

He also ran through housekeeping matters to help with the smooth running of the meeting and explained the procedures to be followed by delegates joining the meeting via Zoom.

#### Present

##### **Coastguard New Zealand Board**

President:	Mike Purchase
Vice President:	Aaron Wallace
Northern Region Appointee:	Graham Brown
Eastern Region Appointee:	Richard Packham
Central Region Appointee:	Trevor Burgess
Southern Region Appointee:	Jonathan Walmisley
Ex-officio Member (CBE):	Marilyn Brady
Elected Board Member:	Peter Kara
Elected Board Member:	Nigel Griffiths
Co-opted Member:	Ed Crook
Co-opted Member:	Dean Lawrence

#### AGM Delegates

##### **Northern Region**

Coastguard Auckland – Graeme Ogg  
Coastguard Bay of Islands – Maureen Calkin  
Coastguard Great Barrier – Rendt Gorter  
Coastguard Hibiscus – Mark Manhire  
Coastguard Houhora – Robin Gemmel  
Coastguard Howick – Seb Thompson  
Coastguard Kaipara – Iain Gulliford  
Coastguard Kawau – Paul Steinkamp  
Coastguard Maraetai – Pamela Wilson  
Coastguard North Kaipara – Peter Flood  
Coastguard North Shore – Roger Donovan  
Coastguard Papakura – Bruce Brownlee  
Coastguard Raglan – Wally Hawken  
Coastguard Thames – Steven Mansell

Coastguard Titirangi – Scott Palmer  
Coastguard Tutukaka – Keith McKay  
Coastguard Waiheke Island – David Black  
Coastguard Waiuku – Ross Tate  
Coastguard Whangarei – Brian Whimp  
Coastguard Whangaruru – Karlene Wakefield  
Comms Unit – Steve Clearwater  
Coastguard Northern Region – Graham Brown

### **Eastern Region**

Coastguard Hawkes Bay – Dick Hilton  
Coastguard Lake Taupo – Michael McSherry  
Coastguard Maketu – Geoff Oliver  
Coastguard Opotiki – Pauline Bradley  
Coastguard Rotorua Lakes –  
Coastguard Tauranga – Simon Barker  
Coastguard Turangi – Maurice Heapey  
Coastguard Waihi Beach – Tim Watts  
Coastguard Whakatane  
Coastguard Whangamata – Ken Worthington  
Coastguard Whitianga – Stuart Brown  
Coastguard Eastern Region – Richard Packham

### **Central Region**

Coastguard Kapiti Coast – Jerry Bardon  
Coastguard Mana – Carl Nixon  
Coastguard Manawatu – Grant Rigby  
Coastguard Marlborough – Dick chapman  
Coastguard Nelson – Peter Kara  
Coastguard South Taranaki – Scott Williams  
Coastguard Taranaki –  
Coastguard Wanganui – Garry Hawkins  
Coastguard Wellington – Vicki Rowland  
Coastguard Central Region – Trevor Burgess

### **Southern Region**

Coastguard Bluff – Glen Wilcox  
Coastguard Canterbury – Dan Fishkin  
Coastguard Clyde –  
Coastguard Dunedin –  
Coastguard Kaikoura – Daryl McMillan  
Coastguard Lake Brunner – Nigel Shirley  
Coastguard MacKenzie Lakes – Norman Geary  
Coastguard North Canterbury – Logan Pryce  
Coastguard Queenstown – Phil Wiel  
Coastguard Riverton – Ross McKenzie  
Coastguard South Canterbury – Nigel Adams  
Coastguard Sumner – Blair Quane  
Coastguard Wanaka Lakes - Jonathan Walmisley  
Coastguard West Coast – Paul Wheeler  
Coastguard Southern Region – Jonathan Walmisley

### **Apologies**

The following apologies have been received:

- Coastguard Northland Air Patrol
- Coastguard Tairua / Pauanui
- Coastguard Whakatane

A call from the floor for any further apologies.

*Motion: That the apologies be accepted.*

**Moved** – Jonathan Walmisley, Coastguard Wanaka

**Seconded** – Wayne Ballantyne, Coastguard Nelson

**CARRIED**

### **Obituaries**

We have received notice that sadly a number of volunteers have passed away the last year. We would like to record them in the minutes and they are:

#### **Northern Region**

Barry Thompson - Honorary Life Member

Kevin Sharkey - Coastguard Waiuku

#### **Eastern Region**

Keith Klein – Coastguard Whangamata

Sue Nicholson – Coastguard Whangamata

Dave Irvine – Coastguard Whangamata

#### **Central Region**

Joe Dixon – Coastguard Kapiti

Colin Hunt – Coastguard Taranaki

Barry Cawte – Life Member Coastguard Opotiki

#### **Southern Region**

Carol Coard                      Coastguard Riverton

Steve Binns                      Coastguard Mackenzie Lakes

Wayne McMillan              Coastguard Mackenzie Lakes

Call for any further obituaries from the floor?

A moment's silence was observed for those members who passed away during the past 12 months.

### **Minutes of the previous Annual General Meeting**

Minutes of last year's Annual General Meeting held on 19<sup>th</sup> October 2019 held at the Cordis Hotel, Auckland have been distributed prior to this meeting.

Are there any corrections?

*Motion: That the Minutes of the 2019 Annual General Meeting are accepted as a true and correct record*

**Moved** – Rendt Gorter- Coastguard Great Barrier

**Seconded** – Geoff Oliver – Coastguard Maketu

**CARRIED**

Minutes of the Special General Meeting held at the Marine Rescue Centre, Mechanics Bay, Auckland on Hotel, Auckland on Saturday, 7<sup>th</sup> March 2020 have been distributed prior to this meeting.

*Motion: That the Minutes of the 2020 Special General Meeting are accepted as a true and correct record.*

**Moved – Stuart Brown – Coastguard Whitianga**  
**Seconded – Vicki Rowland – Coastguard Wellington**  
**CARRIED**

### **Matters Arising**

There were no matters arising from the previous minutes.

### **President's Report**

Mike Purchase presented his report to the AGM and highlighted the work that has gone into Project Horizon over the last 12 months and expressed his gratitude to Kira Schaffler as Project Manager for his dedication and guidance and support during the implementation.

Project Horizon is a long-term project and will take a number of years to fully realise the benefits and achieve uniformity and consistency across an organisation that has operated in five different parts over the last 16 years. The purpose of this work is to enable Coastguard to develop and execute on better strategy, the most important of which is the volunteer strategy and the training project.

The chairman of the Board thanked our funders, supporters and partners for their support to Coastguard as well as the dedication and resilience of all our volunteers and staff during this particular difficult year.

*Motion: That the President's Report end of the year report June 30<sup>th</sup> 2020 be accepted.*

**Moved – Mike Purchase, CNZ President**  
**Seconded – Wayne Ballantyne, Coastguard Nelson**  
**CARRIED**

### **CEO's Report**

Callum Gillespie presented his report and said that when he took the role in February this year he did not expect to be dealing with Covid-19 but besides having a busy year on the water, the tragedy of Whakaare/White Island and Project Horizon as well. Covid19 presented us with challenges that made us re-evaluate and redefine processes and procedures to ensure the wellbeing of volunteers as well as the operational and essential services staff. With most of the population to be holidaying at home this summer and the forthcoming America's Cup, Callum believed it would very likely be one of our business year on record across the country.

Callum also underlined the fact that a programme of work, training and delivering on our Volunteers Strategy was one of the core objectives of the organization.

### **Our Impact**

- 458 life-saving rescues (Cat 1 & 2)
- 2,995 incidents responded to
- 6,054 people brought home to safety
- 225,473 radio calls
- 276,309 volunteer hours' given

### **Next steps**

- Talking with volunteers about the project and proposed recommendations
- Focus groups to start redesign of training framework that works for all volunteers

- Developing requirements for our Learning Management System
- Redesign of CRV training framework to be completed by February

Callum thanked everyone for joining the meeting on and his thanks to all volunteers and hard-working dedicated staff.

*Motion: That the CEO's Report end of the year report June 30<sup>th</sup> 2020 be accepted.*

**Moved** – Mike Purchase, CNZ President  
**Seconded** – Bruce Brownlee, Coastguard Papakura  
**CARRIED**

### **2019/2020 Annual and Financial Reports**

Copy of Annual and Financial Reports had been circulated prior to this meeting. All delegates had received a financial letter with their 21-day pack. The President of the Board introduced Philip Harkness, Head of Finance who presented the Financial Report.

Philip noted that there had been a strong result in what was a challenging period with the last quarter of the financial year impacted by the Covid-19 lockdown.

Also:

A review of the consolidated P&L published in our report shows a surplus of \$2.96m and if you exclude the funding for the Americas Cup, we reported a surplus of \$60,000

- The Lotteries continue to perform strongly with revenue over \$3.0m dollars which is 26% of Total revenue
- Revenue for donations grew strongly, up just under \$100k dollars or 6.6% YOY.
- Cost management remained a focus and dropped \$195k or decreased 2% YOY
- \$5.5m or 48% of Income comes from Grants – Both Local Authority and Central Government
- \$4.2 Million or 37% of expenditure was paid to our Units for operational costs- this includes Training, R&M and Regional Grants
- \$1.3m or 12% of Expenditure was focused on income Stream development, with a focus of growing this to support the changing demands of the units

At the end of FY19/20 Coastguard NZ balance sheet remain strong with an equity position of \$13,5m or 85% of Assets.

Our equity has increased 28% and gives a solid base to support the growth and aspirations of Coastguard New Zealand.

CNZ held \$2.149m in Cash or equivalents, so this keep us in a strong position.

He also confirmed that we have had successfully integrated our 4 regions and CNZ into one entity. I would to personally thank the CNZ Finance team and Bellingham Wallace for their passion, commitment and drive to get this done so quickly.

It's important to acknowledge the important role that our funding partner play as without their support our task would be immeasurably more difficult;

- NZ SAR Council – for their support through the Services Level Agreement Funding
- The Lottery Grants Board

As a reminder our Full Group financial statements are required to be filed with Charities Services by 31 December. A Massive THANK YOU to each of your treasurer's for their assistance with providing the financial information required for the group consolidation. And a reminder to those who not submitted the relevant information can you action with urgently to ensure we meet our deadlines.

Finally, I'd like to take a moment to acknowledge the support of BDO Audit whose guidance and client support throughout the year has greatly appreciated— Peter and Blair thank you!

Call for any questions regarding the Annual or Financial Reports.

Question from the floor: None

The President also took this opportunity to thank Bellingham Wallace for all their support and team work during the years.

*Motion: That the 2020 Annual and Financial Reports be accepted.*

**Moved** – Vicki Rowland, Coastguard Wellington  
**Seconded** – Paul Wheeler, Coastguard West Coast  
**CARRIED**

### **Election of Patron**

*Motion: That His Royal Highness the Prince of Wales be invited to remain as the Patron for the coming year.*

**Moved** – Mike Purchase, President CNZ  
**Seconded** – Geoff Oliver, Coastguard Maketu  
**CARRIED**

### **Appointment of Auditor**

Mike Purchase advised that given the new structure a robust Request for Proposal process was conducted for selection of a new auditor, with three firms submitting proposals. The President informed that RSM Hayes Auckland had been appointed as Coastguard New Zealand's Auditor for the next year.

*Motion: That RSM Hayes is appointed as Auditor for 2020 Financial Year.*

**Moved** – Mike Purchase, President CNZ  
**Seconded** – Dean Lawrence, Coastguard Waiuku  
**CARRIED**

### **Judicial Panel**

*Motion: That the meeting confirm the following appointments to the Judicial Panel.*

- » Brooke Archbold (Chairman)
- » Graham Reiher
- » Graeme Riach
- » Jody Foster

**Moved** – Mike Purchase, President CNZ  
**Seconded** – Bruce Browlee, Coastguard Papakura  
**CARRIED**

### **Annual Subscription Fee for 2020/2021**

The Board recommends, and I move, that the annual subscription fee be set at zero.

*Motion: That the annual subscription fee for the 2020/2021 period be set at zero.*

**Moved** – Mike Purchase, President CNZ  
**Seconded** – Nigel Adams, Coastguard South Canterbury  
**CARRIED**

### **Election of Officers**

#### **Elected Board Member**

The President requested Aaron Wallace to announce the new Board Members.

Aaron stated that the new CNZ Constitution adopted at the SGM on 7<sup>th</sup> March 2020 included the transition to a new board.

The composition of the new Board is as follows:

- Lead by a President who is nominated by Units
- 4 Elected Members who are also nominated and elected by Units
- 4 Appointed Members who are appointed by the Board Appointments Panel.

There was one nomination for the position of President: I would like to declare that Mike Purchase is duly elected unopposed.

The President announced that there were 10 candidates nominated for the 4 Elected Board Members, at least one must come from the North Island and another one from the South Island. Andrew Tetzlaft from Simpson & Grierson acted as scrutineer of the voting.

Based on Unit votes the following nominees are appointed to the CNZ Board with immediate effect:

- Peter Kara – Coastguard Nelson
- John Linn - Coastguard South Taranaki
- Dick Chapman – Coastguard Marlborough
- Ross Lockwood – Coastguard Waihi Beach

The Board Appointments Panel recruited 2 candidates of the 4 roles needed and had been appointed to the Board:

- Aaron Wallace
- Evelyn Davis

Mike congratulated all members of the new Board and also paid tribute to the departing Board members for their significant contribution throughout the years and especially the role played in Project Horizon leading to future growth and success of the Coastguard organization.

- Dean Lawrence
- Ed Crook
- Graham Brown
- Jonathan Walmisley

- Marilyn Brady
- Richard Packham
- Trevor Burgess

### General Business

No items at the general business

### National Awards of Excellence

Aaron Wallace together with Marilyn Brady announced the following winners:

- Century Yuasa Rescue Vessel Volunteer of the Year Award Winner:  
**Thelma Wilson Coastguard Kawau**
- Coastguard Unit Support Volunteer of the Year Awards Winners:  
**Josh Haslemore Coastguard Auckland Air Patrol and Peter Chapman Coastguard Taranaki**
- Coastguard Community Relations Activity of the Year Award Winner:  
**Coastguard Whitianga**
- Coastguard Rescue of the Year Winner:  
**Coastguard Nelson**
- Coastguard Unit of the Year Winner:  
**Coastguard Taranaki**
- Hutchwilco Volunteer of the Year Winner:  
**Thelma Wilson Coastguard Kawau**

Huge congratulations to all award recipients.

Mike then declared the meeting closed at 10:30am.