

MINUTES OF 2011 ANNUAL GENERAL MEETING:

Minutes of the Annual General Meeting of Local Authority Property Association
Bayview Wairakei Hotel
Taupo
2nd November 2011

Those present who signified their attendance:

Bruce	Airey	Waikato District Council
Monese	Ball	Waimakariri District Council
Lucy	Begg	Auckland Transport
Karen	Bennett	Selwyn District Council
Neville	Bishell	Environment Canterbury
Annabel	Bridge	Bay of Plenty Regional Council (Exec)
Melvyn	Clarry	Auckland Council
Shannon	Dizac	Auckland Council
Gordon	Eastabrook	Wairua District Council
Claire	Foster	Thames-Coromandel District Council
Jim	Frater	Tasman District Council
Margaret	Groot	Auckland Council
Paul	Ivory	Auckland Council (Exec)
Graham	Jones	Taupo District Council
Mike	Kerr	Central Otago District Council
Kevin	McNaught	Southland District Council (Exec)
Margaret	Mincham	Auckland Council
Grant	Neilson	Horizons Regional Council
Odette	Pepers	Auckland Council
Kathy	Phillips	Ruapehu District Council
Peter	Port	Port Glen Ltd
Ken	Price	Kapiti Coast District Council (Exec)
Michael	Riley	Auckland Transport (Exec)
Flash	Sandham	Taupo District Council
Gary	Saunders	Waimakariri District Council (Exec)
Kelvin	Short	Taupo District Council
Leonie	Spalding	Waipa District Council
Doug	Tate	Horowhenua District Council
Colin	Veale	Tararua District Council
Ross	Willetts	Bay of Plenty Regional Council
Jack	Woodland	Taupo District Council

Apologies: Scott Holdsworth (Contact Energy).

Immediately prior to the meeting, the President advised those present of Scott Holdsworth's re-employment in the energy sector. Scott has indicated a willingness to remain as a co-opted committee member. This is possible as a result of the rule change of 2010, enabling the Executive to co-opt up to two assistants who are not Local Government employees.

The President called for last-minute nominations; there being none, the formal part of the meeting opened.

MEETING OPEN

The President, Paul Ivory, opened the meeting at 1.50pm.

Minutes of the Annual General Meeting – 4th August 2010: Proposal to accept minutes as read was *Moved: Monese Ball. Seconded: Mike Kerr. CARRIED.*

There were no matters arising from the previous Minutes.

It was proposed that the Annual Report (2011) and Audited Accounts be adopted. *Moved: Paul Ivory. Seconded: Christine Smith. CARRIED*

PRESIDENT’S REPORT:

The President spoke to all of the reports in the Annual Report.

Preamble:

Paul Ivory noted that this conference showed a return to a healthy number of attendees, after a couple of years of low turnout. While not approaching the pre-recession attendee list of approximately 210 delegates, it was good to see a return to slightly more than 150 attending.

It had been a year of upheaval for many parts of the country, the worst being Christchurch where, even during the week prior to the conference, 30 aftershocks (the largest being 3.5 on the scale) had been felt. In addition to the physical effects of earthquakes and aftershocks, the lack of available insurance was creating problems in its own right. Regional and Local Government in the Bay of Plenty had been battling the effects of the “Rena” grounding and subsequent oil pollution problem. In other parts of the country, such as Auckland and Taupo, upheaval had been political, rather than physical, but stressful, nonetheless. In parts of the country which seemed not to have had change imposed on them, upheaval had been felt due to tighter budgets and management structures, as a result of the current economic environment. He wished members a happy conference and hoped they could use this time away from their work roles as a brief period of rest and relaxation, in addition to the primary purpose of knowledge-sharing and dissemination of Best Practice.

Sponsors:

There has been good news for LAPA in the form of 12 new sponsors during the months since the 2010 conference. Importantly, for the first time, sponsors have approached LAPA, having heard about us from other sponsors, our developing links with media organisations such as the LGNZ magazine, or from members themselves.

Membership:

Membership remains unchanged from 2010 at 170. However, during the past year, the Association had suddenly lost 15 members during the creation of a Unitary Council in the Auckland region exactly one year ago and 15 new members had joined LAPA during the year. This significant number of new members is not apparent in the unchanged total. The President challenged each of LAPA’s current members to

find just one person who would join our Association; this would double our membership database to 340 by the 2012 conference.

Appointment of Auditor:

The Association's auditor has recently joined a partnership, but is willing to continue auditing the Association's accounts. *The President moved the reappointment of The Association's auditor. Seconded by Anthony Averill. CARRIED.*

Accounts:

The Association's accounts are in a very healthy state. Because annual conferences need to be planned at least one year in advance, and deposits paid pending an anticipated number of delegates attending, the Association struggled after the economic downturn at the end of 2008. Our conference attendance suddenly dropped from approximately 210 delegates to, after some canvassing by the Executive, slightly over 80 (making the 2009 conference viable). Despite having funds in the bank, we approached insolvency at this early point in the life of our organisation, due to the commitments we had made in advance.

As a result of the need to plan conferences with such a lead time, coupled with the risk associated with a sudden shift in attendance numbers, the Executive quickly realised it needed to be able to fund a conference in advance, so that it would be able to meet its contractual obligations in the future. It was decided to have the goal of \$120,000 in the bank. Since 2009, the Executive has been carefully building its account balance towards this goal, which it will reach at the end of this conference.

While some associations have found their conference profitability compromised since the onset of the recession, LAPA was able to overcome its financial situation, because the Executive does much of the planning work from within its numbers, rather than outsourcing (other than the conference management by Laker House of Travel).

The principal funds are invested securely with our bank (ANZ) on term deposit, with the resulting interest payments being used as the basis of the Executive's operating account.

Financial Planning:

Having reached our major financial goal at the end of 2011, we will now be able to afford to fund new initiatives to foster the growth of LAPA as 'more than just an annual conference'. We must plan our conference budget with the aim of making a small profit, or risk a significant probability of loss if numbers are even slightly less than anticipated; similarly, we need to plan a conservative estimate of conference attendees that is more likely to be exceeded than not. Both of these requirements have, in the past, resulted in a typical improvement in our accounts of approximately \$20,000 each year.

During 2010 and 2011, we anticipated reaching our financial target at the end of 2011, and the Executive has developed a Strategic Plan, to create meaningful initiatives to be funded using our annual surplus(es). As always, the Executive held the second of its face-to-face workshops on the day before and the morning of the conference opening. The strategic plan has reached completion during the past two days, and will be posted on the website shortly.

The initiatives proposed to be worked towards during 2012 are (with the exception of administrative goals):

- Engaging paid speakers for our annual conference, to supplement the sponsors' presentations and enhance the knowledge-sharing for conference delegates;
- Fostering the development of Regional Groups, that will be the core of LAPA's networking and knowledge-sharing at a local level. This is envisaged to be a facilitative function only on the part of LAPA's Executive. At least one Regional Group has been operating (in the Canterbury region) for some years, quite independently of LAPA itself, and it is quite likely that future such groups will also want to manage their own unique structure that works for that particular region. Currently, an Auckland Regional Group has recently been established by Lucy Begg. Ken Price is working to establish a Regional Group in the Wellington area, while Annabel Bridge and Anthony Averill are working towards a Regional Group for the Bay of Plenty;
- An NZQA paper for LAPA. This has been reported as a goal for the past few years. Frustratingly, each glimmer of opportunity has not been successful. While previous opportunities have been attempted without significant financial resource, the Executive believes that it can now fund this goal (for example, face to face meetings with education providers), and that doing so might enable its achievement.

ELECTION OF OFFICERS

There being no nominations other than the existing Executive members, who confirmed their willingness to stand again at the first of the face-to-face meetings in February 2011, no vote was necessary. The President reminded those present that the Executive itself will reduce to six members, with Scott Holdsworth now participating as a co-opted, non-Local Government assistant. The Executive will consider co-opting a new member during the next 12 months.

OTHER BUSINESS

Concluding the pre-arranged business, the President offered an opportunity for questions or comments from the floor:

- Flash Sandham wished to congratulate the Executive for its financial prudence and for the current, healthy state of the Association's finances.

MEETING CLOSE

There being no other business, the meeting closed at 2.03 pm