

Institute of Internal Auditors New Zealand (Inc)
Minutes of the Annual General Meeting 2022
Held on 17 May 2023
At PwC New Zealand, PwC Centre, Level 4, 10 Waterloo Quay, Wellington
and by Video Conference
Commencing 12:06 pm.

1. Welcome

Yoonyoung (YY) Lee IIA NZ Chair welcomed all in attendance.

Housekeeping:

- Meeting being recorded for note-taking purposes.
- Voting – we will ask for those not in favour to voice their opinions by unmuting their microphone.

2. Present

In Person:

Yoonyoung (YY) Lee, Bernadette McKendrey, Blair Wightman, Brian Casey, Brian Robb, David Sinkins, , Russell Third, Tee Chow Lee, Victoria Craig, Grace Nunn, Sally Dunbar, Rob Marshall

Via Google Meet:

Ahmed Mohammad, Akbar Roshan Ali, Charmila Perera, Christine Marshall, David Alderson, Deborah Peach, Fortune Moyo, Grant Hunt, Irina Kiselyova, James Jong, James Rees-Thomas, Jessie Liu, Jocelyn Ooi, Joerg Nauendorf, Jose Miguel Ibarra, Julie Tweedie, Karen Razon, Kimberly Chavez, Mashouda Chuttur, Melissa Bailey, Michael Koo, Rajiv Rathod, Shaun Dowers, Steve Williams, Suman Chand, Wenfei Ye, Yuliya Gultekin, Ramon Manzano, Cheruvari Vishvanath, Shannon Conaglen, Prudence Witbooi

3. Apologies

Souella Cumming, Jeff Galt, James Jong, Kate Blakeley, Michael Cox, Bernie McKendrey

Moved Brian Robb Seconded Shaun Dowers that:

“The apologies be accepted”

Carried

4. Minutes of the Annual General Meeting held on 20 April 2022

The minutes of the 2021 Annual General Meeting were previously circulated.
Pause to check any matters arising.

Moved Brian Robb Seconded Sonja Healy that:

“Minutes of the Annual General Meeting held on 20 April 2022 be accepted”

Carried

6. IIA NZ 2022 Annual Report

The Chair, Yoonyoung (YY) Lee, rather than read the annual report read a short summary:

1. Focus as chair has been to sustain and revolutionise our institute.
2. Succession – Steve Downes retired March this year after 9 years. YY acknowledged Steve’s contribution and expressed wishes for his future endeavors.

3. Acknowledged Sally as new CEO and her efforts to move forward with key partnerships and growth.
4. Recognising Shaun as Treasurer and the decision to raise subscription fees after 5 years.
5. YY encouraged everyone to get involved in the review of the IPPF standards.

YY made special acknowledgment of the Committees – advocacy, education and membership.

Advocacy

Robert Marshall outlined that advocacy is still evolving getting involved in lobbying and getting IA involved in forming global advocacy.

Education

Grace Nunn provided an update:

The Education Committee has helped provide in-person, virtual and hybrid events. Coming out of Covid, being able to offer over 90 hours of training and 90.5 CPE hours is a testament to the contribution and effort of those involved.

Members had the option to access over 50 courses and online webinars.

Following disruption, members are wanting to come back in person again, after not being able to and share knowledge and experience.

Focus of 2023 - to re-engage with members face-to-face where possible and provide opportunities to connect and learn together.

Extending offerings beyond Auckland, Wellington and Christchurch to deliver to those who are in outlying areas.

Membership

Sonja Healy shared that:

It's been a really great year to connect, with holding quite a few more events in person. Membership was up 3% last year. Two big things achieved:

1. mentoring programme piloted in 2021 with input by Natasha Flavell. Roll that out this year with Tash leading, with National Office.
2. Member connect LinkedIn group with great topics and discussion. The challenge is finding the best social media platform to connect on.

Sonja gave a special shoutout to Kate Blakeley for keeping membership and group members up to date. And a thanks also, to Theo and Tash on the committee.

A great year coming up with new things for members.

YY called for the 2022 Annual Report to be adopted.

Moved by Russell Third Seconded by David Sinkins that:

“The 2022 Annual Report be adopted”

Carried

7. Financial Statements and Audit Report for the Year ending 2022

The Audited and signed Financial Statements were posted to the IIA NZ website.

YY asked Shaun Dowers, Treasurer to provide a summary of the audited and signed accounts.

- Ups and downs for the year including Conference being virtual due to Covid disruptions.

- Education training performed much better than budget.
- Fundamentals well subscribed.
- Rebranding and national office costs were up this year, including office move and website.
- Timing of losing the CEO at the end of the year and the Annual leave payout.
- Were able to revisit membership subscriptions in time to set a healthy budget for the 2023 financial year. Didn't foresee some of the increased costs such as Global attendance in Amsterdam and flight costs.
- Overall, the Institute is in a healthy position.

A question was asked by Brian Robb about the tax penalty and what that was for. Shaun advised that the GST was not filed on time. YY called it a one off and stated it wasn't expected to happen again.

YY expressed thanks to Shaun for his time and effort involved, ongoing support and keeping his finger on the pulse of what is going on.

Moved Victoria Craig Seconded Yuliya Gultekin that:

“Financial Statements and Audit Report for the Year ending 2022 be adopted”

Carried

8. Appointment of Auditor

The meeting confirmed that BDO be appointed as auditors for 2023 financial accounts.

Moved Blair Wightman seconded Shaun Dowers that

“BDO be appointed auditors for the 2023 financial year”.

Carried

7. Election to fill Vacancies on the Board

Five nominations were received for the four vacancies. Those nominees were: Julie Tweedie, Rob Marshall, Rajiv Rathod, Ramon Manzano

Eligible for reelection: Robert Marshall

Retiring: Victoria Craig

YY thanked Victoria for her contribution with her punch-through perspectives and we look forward to her continued involvement.

Stepping down: Victoria Craig, Sonja Healy, Natasha Flavell

Sonja and Natasha have decided to step down from reelection with Sonja continuing to support Christchurch membership. Natasha will be pivotal in the national rollout of the mentoring programme.

Voting closed at 5pm on Monday 8 May 2023.

The final count was provided by the Returning Officer, Russell Third.

The following nominees were elected to the IIA NZ National Board:

Rob Marshall (second term), Ramon Manzano, Julie Tweedie, Jocelyn Ooi.

YY extended her thanks to everyone who made nominations and put their names forward.

YY invited successful candidates to say a few words.

- Rob excited to be reelected and to be moving forward in the post covid era. Passions will revolve around advocacy, and hopefully we've got (frozen on call while talking) Added from Chat: I am really excited about continuing as a board member. There is lots of potential to accelerate toward our strategic priorities, and excellent foundations to keep us stable and delivering for our members. Thanks to all the volunteers, national office and board members that make it an enjoyable and rewarding organisation to be involved with. Thanks Rob

- Ramon – Joining remotely and would like to thank the person who nominated him. Happy that he was put forward and was pleasantly surprised. Ramon considers this a professional milestone and didn't expect to get many. Expressed commitment to the board and the IIA organisation.

- Julie – Really looking forward to getting more involved in supporting members and, in particular, working with Sonja for the Christchurch events.

- Jocelyn – Dialing in from Auckland and excited to have the privilege of being a board member. Keen to work together with everyone and can see that there is a positive atmosphere from the people involved. Thanks for the support so far.

8. General Business

Taking the opportunity to celebrate and recognise Blair Wightman who was awarded his CRMA Certificate from Global IIA.

YY read out a blurb that was written about the achievement -Blair was offered complimentary attendance at the Global assembly in Amsterdam - and awarded the certificate in person to Blair.

Blair said a few words about his pleasure at receiving the award and shared that he is looking forward to attending in Amsterdam.

YY concluded by thanking members for their engagement and passion, to those who are already getting involved and encouraged everyone to get involved. Thanked the Board for their time and effort, especially throughout challenging times. Thanks expressed to the National Office – acknowledged the scope of work to be done by two people – the previous NO being Steve and Kate, currently Sally and Shannon.

Thanked all who attended today's AGM and all everyone for their loyal support.

There being no further business the meeting closed at 12:46pm

Signed  _____ Date 29 April 2022