Minutes of the 61st New Zealand Speech-language Therapists’ Association Inc.
ANNUAL GENERAL MEETING
Ballroom 2
Crowne Plaza Hotel, Auckland
held on 23rd May 2012 commenced at 5.28 pm

1 Opening karakia

Adele Siave opened the AGM with a karakia.

2 Welcome

Dean Sutherland, President NZSTA welcomed members to the 61st Annual General Meeting of the Association. A special welcome was extended to Lois Lawn, Ngaire Harding, Gwen Broadley and other Life Members not present and the Area Representatives.

3 Introductions

Dean introduced the Executive Committee, Jonathan Linklater (Vice Chair of the Irish Association of Speech and Language Therapists), Justine Wilkinson (previous Executive Director of the NZSTA who was awarded speaking rights) and Dr Deborah Hersh (keynote speaker).

4 Roll Call

Executive Committee:
Dean Sutherland – President, Felicity Bright – Professional Development, Clare McCann – Professional Standards, Lucy Greig – Member Networks, Sara Moore – Communications, Adele Siave – Māori and Workforce Development

Members:

Total Present – 99 (plus 3 visitors)

5 Apologies

Pariya Behnami, Liza Brown, Carla Darling-Knott, Heather Drysdale, Catherine Epps, Rebecca Hammond, Carolyn Horne, Chris Justin, Tracy Kendall, Tom Klee, Kate Morgan, Voon Pang,

Motion: Moved that the Apologies received for this AGM 2012 are accepted.
Moved: Dean Sutherland
Seconded: Sara Moore
Motion carried

6 Call for Additional Business
No additional business.

7 Appointments of meeting officials
Parliamentarian and Timekeeper – Lois Lawn
Scrutineers – Olivia Cowell, Leigh Kennedy, Catherine Arbuckle

8 Standing Orders
Standing Orders for the meeting were available at the door.

9 Minutes of Previous Annual General Meeting
Motion: Moved that the Minutes of the Annual General Meeting held on 30th May 2011, having been previously uploaded to the NZSTA website (7th May 2012) and circulated to members, be accepted as a true and correct record of that meeting.
Moved: Sara Moore
Seconded: Alicia Scott
Motion Carried

Matters Arising
None.

10 Annual Report
The President summarised the achievements of the 2011 year from the Annual Report which was uploaded to the website and circulated to members on 8th May 2012. Key achievements included:

- The opening of a National Office in Auckland in October has enabled us to bring together the Association’s functions in the same building.
- Appointing Justine Wilkinson as our inaugural Executive Director and Gretchen Wade as our Administrator has enabled us to develop a clearer understanding of the underlying administrative processes and the resourcing needed to effectively run the Association.
- The appointment of Judge Andrew Becroft as our first Patron is an exciting initiative of the Executive Council.

Professional Development
The professional development programme provided a significant income stream for the Association. Several successful Professional Development events included
• Dunedin two-day seminar and professional development event
• Voice and Paediatric feeding workshops held during the year

Thank you to everyone who supported these events through attendance or taking on organisational roles.

Professional Standards

• This portfolio was successful in preparing a Scope of Practice for the Association
• The new revised Programme Accreditation Framework was also completed at the end of the year and was ratified early in 2012.
• The timely processing of membership applications for overseas therapists was also a key responsibility of Clare’s role with administrative support from Gretchen.

Māori and Cultural Development

• Kerrie Gallagher stepped down after undertaking the initial development work for the role. The EC wishes to acknowledge Kerrie’s efforts in establishing this important portfolio.
• Adele Siave was co-opted on to the EC to take responsibility for the portfolio. Adele has quickly developed her understanding of the role and how the portfolio underpins the ongoing development of the Association. These include the appointment of a kaumatua to provide cultural guidance and oversight for the Association and determining workforce development strategies.

Member Networks

• Lucy was instrumental in improving the lines of communication between members, area representatives, National Office and the EC.
• The promotion of student member benefits and a dedicated student section of the website has been a focus.
• There was a 100% increase in student membership in 2011.

Communication

• The revised Communication Matters magazine is now a familiar quarterly publication that provides updates on Association news and interest articles. The publication is the product of Sara’s passion for the profession.
• Catherine Epps was appointed as a dedicated editor for Communication Matters.
• Both Sara and Lucy worked tirelessly to develop Awareness Week for 2011 in conjunction with the area representatives.
• A new Communications Plan that is being developed for implementation in 2012 will help ensure this great work is continued.

11 Financial Summary for the year ended 31st December 2011.

The President summarised the accounts which had been circulated to members in the Annual Report and uploaded to the website on 8th May 2012. This included a reduced surplus from the previous year, but not the loss that was forecast. The increase in assets was due to resource library coming under NZSTA’s financial responsibility. It was explained that the
Association received a “Qualified” audit. Justine Wilkinson (herself a previous Auditor) explained that this was not unexpected because we could not verify that all income was entering the accounting system. This is similar to other small organisations. The President reminded all that we need to ensure we maintain the best financial systems going forward and if we do, the qualified audit should not be a cause for alarm.

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<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
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<tbody>
<tr>
<td>Total Income</td>
<td>$235,729</td>
<td>$196,663</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$225,965</td>
<td>$150,842</td>
</tr>
<tr>
<td>Net Surplus</td>
<td>$3,793</td>
<td>$38,999</td>
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</table>

**EQUITY**

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
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</thead>
<tbody>
<tr>
<td>Total Assets</td>
<td>$322,872</td>
<td>$282,612</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$56,646</td>
<td>$55,314</td>
</tr>
<tr>
<td>Equity at end of period</td>
<td>$266,226</td>
<td>$227,298</td>
</tr>
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Equity includes:
- $159,449 Investment
- $66,289 Bank deposit

Motion: Moved that the Financial Statement of Accounts for year ended 31st December 2011 audited by Crowhen & Associates, Chartered Accountants having been previously uploaded to the NZSTA website (8th May 2012) and circulated to members, be adopted.

Moved: Lucy Greig
Seconded: Kerrie Gallagher

Discussion:
Kate Milford reported she had not seen the Financial Statement of Accounts within the Annual Report and queried whether it had been circulated. She was informed that it had been uploaded to the website on 8th May (requiring Member log in to access it) and electronically circulated to members on 9th May. Additional copies were available at the door of the AGM and were circulating throughout the room.

Vote:
In favour: Majority
Against: 1
Abstention: 3

Motion Carried

12 Setting honoraria

The President reminded members of the pre-tax honoraria paid to the Executive Council and recommended they remain the same for the next year.

Motion: Moved that the honoraria paid to the Executive Council members remain the same as last year.

Moved: Megan McAuliffe
Seconded: Kate Milford
Motion carried.

13 Annual Membership Fee for 2013

The President summarised the discussion paper that was circulated to members on 5th April 2012. It was pointed out that in consultation with members (via the Strategic Planning committee and member survey) members asked for the Association to carry out more advocacy work on behalf of the profession; raising the profile, lobbying relevant governmental and non-governmental bodies for change, and concentrating on strategic direction of the Association. This is not possible with the current income of the Association so an increase in income is required. An increase in membership fees will allow the Executive Council to focus on strategic direction rather than operational matters. The circulated discussion paper was to ensure the EC was transparent with members about what is required. Before a motion to increase fees is put, a 70% majority in favour of this motion is required.

Discussion:

Linda Hand: Reluctantly spoke for option one. Acknowledged that some people can’t afford it. Need for the Association to be a strong advocate for the profession is stronger now than ever, as evidenced by Sheena Reilly and Pamela Snow at conferences. All these cost money. We need the Association more than ever and we need it to be effective more than ever. If you compare fees to other Associations overseas you will see it’s reasonable.

Emma Necus: Would be concerned for the NZSTA to turn into skeleton. If option one were voted for would the NZSTA pursue registration?

Clare McCann: Responded that the NZSTA EC are actively pursuing registration with the MOH. Unfortunately the MOH is conducting another review (this time of the regulatory authorities) and the information we have received is that they want to reduce the number of regulatory authorities. Self-regulation may be an alternative option for us to consider.

Ngaire Harding: What might be done in the future (if fees were increased) that cannot be done now?

Dean Sutherland: Responded that a number of key initiatives would not be possible including a fulltime Executive Director, dedicated media and advocacy work, increased professional development to meet members’ needs (e.g. online PD), a modern website with improved functionality and resources which is useful and members engage with.

Justine Wilkinson: Reluctantly resigned because after 8 months in the job it’s clear that the ED position needs to be fulltime. Was working 0.6FTE and can see it’s not enough time for advocacy work and relationship building. Sad to resign but wants to demonstrate that you need a fulltime person (she is not in a position to work fulltime). Justine has no motivation for supporting an increase in membership fees as she is not an employee of the NZSTA. The EC sees this as an opportunity to achieve what you say you are wanting. If you don’t support a funding increase it won’t be possible to carry out the strategic plan that so many people contributed to in good faith last year. It’s a chance to make a difference.

Elizabeth Doell: Most would agree that a rise in income would take the Association where it wants to go. Applaud what you’d like to achieve. We can’t assume that raising fees will give the predicted raise in income. There are usually more members in a conference year. Cautionary note from MOE (fees not paid by employer). They will not be able to stretch to the rise. Would like to see a risk analysis around membership decreasing. Not sure that option 1 gives security.

Justine Wilkinson: Good point raised by Liz. The budgets were prepared based on an assumption that membership would stay the same. Numbers must stay the same to meet the financial need, irrespective of the fee increase.
Felicity: Numbers have been quite consistent over recent years. Conference doesn’t contribute to much to that.

Liz Doell: Replied that MOE has tried to increase membership but it’s been slow. Increasing fees could set them back. MOE does not have large representation in NZSTA.

Rachel Loyez: What % increase is it? Is gradual increase a better way of doing it? It’s a big increase.

Dean Sutherland: This option was considered by the Executive Council. A gradual increase will not get us where we need to be. It will be many years of chasing our tail and not achieving the big strategic items.

Molly Kalleson: Would there be a way for members to contribute to how to save money?

Dean Sutherland: Yes

Molly: Is a fee increase still possible?

Dean Sutherland: According to the Constitution the EC can increase the membership in line with the CPI (which currently stands around 2-3%). Any further increase requires a motion and vote at an AGM.

Stella Ward: Congratulations – very transparent, alarming, stimulating paper. Vision of strategic plan and options good to be having. Concerned at only two options put to members. As an employer, she suggests increase of that size will lose the health membership. Contracts and MECAs are currently settled on a fee and members would have to contribute an additional amount over that. Risk analysis required. Sadly can’t support option one. Feels like ‘all or nothing’. Can think of ways for revenue, cutting costs, disappointed that expertise among members hasn’t been used to get a slightly more robust options paper presented.

Carolyn Gilbert: With fee increase will there be more encouragement from NZSTA for employers to put more towards fees.

Dean Sutherland: How does NZSTA encourage MOE to support employees to become members? Building relationships, discussions and meetings, ensuring the profession has a profile. People need to spend time, invest time, money. Executive Council is very wary of this and aware that work needs to be done there.

Alicia Scott: We need to ask ourselves what we want from our profession and do we want it to be professional. Wants to see the Association as strong, not run out of living rooms. In the past she has been disappointed at what Exec Council could achieve. Money (increase fees) is a problem. DHB MECAs have increased. Members would have to meet the increase but that’s how we were before the latest MECAs. We need to give this Association a chance (first option). It will cost but need to see the Association going forward. Good outcomes have been proposed.

Denise Deidrichs: Would like to see it clearer what we’re trying to achieve in our strategic direction. Target one key goal: promoting the needs of our clients. This won’t necessarily require money.

Dean Sutherland: The Strategic Plan is available on the website. It clearly sets out the goals, objectives and priorities.

Helen Griffiths: Austerity or growth, doesn’t envy Exec Council. Personally feels that the increase is an investment in the professional therefore supports number one. It’s important for the profession to invest.

Sally Kedge: Option of merging with SPA? How was the decision not to merge reached?

Dean Sutherland: SPA were approached and engaged in high-level discussions. Much further investigation and scoping work (on both sides) would be required before this option could even be considered.

Sally Kedge: Other organisations have merged so would like to see the NZSTA pursue it.

Kate Milford: Worried about option one. Membership numbers might fall away which results in less revenue. Wrong to vote on it here when we don’t know actual numbers. We all support the NZSTA and believe in it. I think we need to go back to grass roots and look at what can be
achieved within the constraints of the current situation. Ways to attract more members with fees same or with inflation. Fees have increased considerably over last couple of years for no huge change seen in what the NZSTA offers. If has to pay a significant amount wants to see that it will provide real value to her. Couldn’t support option one.

Susan Foster Cohen (Assoc Member): Employs OT, PT. All have strong Associations. Really thinks that the NZSTA has to be a serious professional organisation. Strong Association and registration are what we need to go forward. What about a ‘two for one’ if you bring someone new into the Association?

Sally Schoon: Possible option C? The NZSTA is a very small business. Lots of small businesses share offices, resources. If we had that as an option C share rental and admin. It might require more time than the 0.6 FTE we have but many manage.

Helen Rigby: “Shock tactics” the chatter in Wellington is that we will lose membership. Health people would leave. Game changer required. SPA now has self-regulation*. Would like to see NZSTA do that. That could be the game changer. Convince employers to employ certified SLTs. Increase is risky. Members would like to see that they’re getting something. Maybe develop certified SLT.

Collette Maier: Noted varied responses. Don’t think Association can continue to run and do what members want with Exec Council who are volunteers. Volume of work expected is too much to expect of volunteers. None of us want to pay more money, some can’t afford it, but option one is the only way the Association is sustainable.

Dean: Asked members to indicate preference for option one vs two.

* The Executive Council would like it noted that SPA do not currently have self-regulation, but are pursuing a self-regulatory framework in collaboration with other allied health professions.

Continued with the Agenda while votes were being counted.

14 Resolutions presented to the National Office

None

15 Election of officers to the Executive Council

Māori and Cultural Development

Adele Siave is currently co-opted. One nomination received (Adele Siave) so Adele was elected unopposed.

Professional Development

Felicity stepping down after four years to concentrate on her doctoral study. One nomination received (Philippa Williams) so Philippa was elected unopposed.

President

Dean is stepping down after four years to spend time with his family. One nomination received (Helen McLauchlan) so Helen was elected unopposed.

16 Proposed Alterations to the Rules
The following alterations to the Constitution of the NZSTA, which were circulated on 8th May 2012 were put to the meeting.

16.1 Motion: That Rule 6.1 be repealed and replaced with the following:

6.1 FULL MEMBERS

The following persons are eligible to be or to become Full Members of the NZSTA:

Every speech-language therapist currently engaged in the activities of speech-language therapy as a practitioner, administrator, manager, educator, researcher, or any combination thereof, and:

(a) Every speech-language therapist trained in New Zealand with a Teachers’ Certificate endorsed with qualifications in speech-language therapy, or with a Diploma in Speech-Language Therapy awarded prior to 1993;

(b) Every speech-language therapist holding the Bachelor of Speech and Language Therapy awarded by the University of Canterbury, New Zealand, prior to January 2004;

(c) Every speech-language therapist holding a Bachelor of Speech-Language Therapy or an equivalent Bachelors or Masters degree from an NZSTA-accredited programme;

(d) Every speech-language therapist of recognised training whose qualifications are approved by the NZSTA.

Moved: Stella Ward  
Seconded: Jo Davies

16.2 Motion: That Rule 6.2 be repealed and replaced with the following:

6.2 STUDENT MEMBERS

The following persons are eligible to be or to become student Members of the NZSTA:

(a) Persons currently enrolled in an NZSTA accredited speech and language therapy programme;

(b) Persons holding an NZSTA recognised qualification who are enrolled full-time or part-time in a speech-language therapy-related course of post-graduate study and who are not receiving remuneration for any speech-language therapy-related work.

(c) Persons enrolled full-time in a speech language therapy programme accredited by one of the signatory Associations of the Mutual Recognition of Credentials Agreement (2008).

“Speech-language therapy related”  “not receiving remuneration”
Moved: Karen McLellan  Moved: Kate Milford
Seconded: Colette Maier  Seconded: MaryBeth Williams

16.3 Motion: That Rule 6.3 be repealed and replaced with the following:

6.3 ASSOCIATE MEMBER

The following persons are eligible to be or to become Associate Members of the NZSTA.

Any person who is:

(a) in an allied profession whose application is approved by the NZSTA.

(b) trained as an SLT but now working as an academic or researcher only, does not intend to work as an SLT, and does not meet the criteria for Full Membership.

(c) trained as an SLT but has re-trained in another profession and does not intend to work any longer as an SLT.

“(b)” Moved: Lois Lawn  Moved: Jodie Govan
Seconded: Rebecca Sinclair  Seconded: Andrea Benoit

16.4 Motion: That Rule 6.7 be deleted.

Moved: Renee Allen  Seconded: Alison Paulin

16.5 Motion: That Rule 6.7 become:

6.7 RETIRED MEMBER

Any speech-language therapist who has retired from all speech-language therapy-related activities, for which they receive payment.

Moved: Fiona Lee  Seconded: Sally Schoon

Discussion:
Alison Paulin queried the difference between Retired Members and Non-working Members.
Lucy Greig explained that CPD requirements will not be required of Retired Members. Additionally, there is a requirement to have worked 1000 hours within five years to retain eligibility for full or part-time membership (which would not be required of a Retired Member).
Alison Paulin queried how this applies to current eligibility for membership of the NZSTA.
Lucy Greig explained that operational matters such as that are not part of the constitution.
Vote on all Rule changes was unanimous. Motions carried.

16.6 Motion: That Rule 10 be repealed and replaced with the following:

10 RIGHTS AND PRIVILEGES OF MEMBERSHIP

10.1 All Members have the right and responsibility to attend Annual and Special General Meetings, to speak at those meetings, to receive information from the Association and enjoy other such privileges as shall from time to time be determined by the Executive Council.

10.2 All financial Full Members, Provisional Members and Life Members have voting rights and are eligible to accept nomination for office.

10.3 All financial Associate Members and Retired Members have voting rights but are not eligible to accept nomination for office.

10.4 All financial Student Members do not have voting rights and are not eligible to accept nomination for office.

"10.2” Moved: Emma Necus  Seconded: Hannah Griffiths
“10.3” Moved: Fiona Lee  Seconded: Andrea Benoît
“10.4” Moved: Kate Milford  Seconded: Helen Rigby

Discussion:
None

Vote on all Rule changes was unanimous. Motion carried.

16.7 Motion: That Rule 22 be repealed and replaced with the following:

22. POSTAL VOTING

22.1 Any Full, Life, Retired, Associate or Provisional Member not attending the Annual or Special General Meeting may submit one postal vote for election of officers and on major policy matters, including alterations to the Rules. Postal votes must be received at National Office one week prior to the meeting.

Moved: Alison Paulin  Seconded: Kate Milford
Motion carried

17 Results on Vote on Financial Viability Discussion paper
51% of those present and postal votes were in favour of Option 1. Therefore, no motion was put to the AGM meeting to increase membership fees above CPI. 34% voted for Option 2 and there were 19 (15%) abstentions.

18 **Area Representatives**

Libby French taken over as Wellington/Nelson Area Representative. Thanks to Sarah Martin who served for 2 years.

Margaret Jackson has been nominated as Otago/Southland Area Representative. Thanks to Michelle Johnson who served for 12 years.

All other Area Representatives continue in office:

Yvonne Cope, Auckland area

Jodi White, Central area

Sharon Collier & Beverley Jackson (Northland/TaiTokerau)

Biddy Robb (Waikato/Bay of Plenty)

Stephanie Dunkin and Shannon Emmerson (Canterbruy).

19 **General Business**

None

20 **Close of Meeting**

The President presented Justine Wilkinson (outgoing Executive Director) with a gift, thanked all those who attended and their engagement with the Viability discussion paper and invited everyone for a drink.

Meeting closed at 7.00 pm

Signed _______________________________ 30/3/12

President