



**DOCUMENTS REGARDING THE
ANNUAL GENERAL MEETING
SUNDAY 29 APRIL AT 11:00am
AT ST KENTIGERN COLLEGE**

NOTICE OF ANNUAL GENERAL MEETING:

The AGM will be held on Sunday 29 April 2018 at 11:00am at St Kentigern College.

The meeting is open to guests but only sheds that are financial members of MENZSHED NZ may vote.

ELECTIONS FOR EXECUTIVE:

REGIONAL REPRESENTATIVES

Closing date for nominations **Wednesday 28 February.**

Regions	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne, Hawkes Bay	2
Taranaki, Manawatu Wanganui, Wellington	3
Marlborough, Nelson, Tasman	6
Canterbury, West Coast	4
Otago, Southland	5

OTHER OFFICERS

Closing date for nominations **Friday 30 March.**

Positions: Chairman Secretary Treasurer Support Services.

REMITTS:

Closing date **Wednesday 28 February.**

NOMINATION FORMS AND REMITS MUST BE RECEIVED BY THE CLOSING DATES:

Post to:

Roger Bowman
17 Lakehouse Crescent
RICHMOND 7020

Or

scan and email to:

secretary@menzshed.nz

FOLLOWING DOCUMENTS:

- A draft Agenda
- Minutes of last AGM
- Elections outline
- Nomination form for Regional Representative (two sides)
- Nomination for Officers (two sides)
- Remit form
- Proxy Vote form



**AGENDA
ANNUAL GENERAL MEETING
SUNDAY 29 APRIL AT 11:00am
AT ST KENTIGERN COLLEGE**

OPENING AND WELCOME: (Ray)

APOLOGIES:

Sheds:

People:

MINUTES OF 2017 AGM: (Roger)

MATTERS ARISING FROM MINUTES:

CHAIRMAN'S REPORT: (Ray)

FINANCIAL REPORT: (Peter)

ELECTIONS:

- Results of Regional Representatives elections (Roger)
- Elections for:
Chairman, Treasurer, Secretary, Support Services
Call for mover and seconder to accept the nominations.
Discussion.
Vote.

GENERAL BUSINESS/REMITTS:

- Remit -
- Location of Registered Office (Rule 2.1)
- MENZSHED NZ Membership fee (Rule 7.2)
- Appointment of Reviewer (Rule 12.1)
- Place of 2019 AGM.

CLOSE:



**MINUTES OF
ANNUAL GENERAL MEETING
7:30PM MONDAY 15 MAY 2017
AT GOTOWEBINAR**

OPENING AND WELCOME:

Ray welcomed attendees and noted this was our first meeting held using GoToWebinar.

ATTENDANCE & APOLOGIES:

Shed Name	Present
Bishopdale MeNZ Shed	Richard Rendle
Blenheim Menz Shed	Trevor Dennis, Dave Oliver
Feilding Menzshed	Jeff Wakelin
Greytown Menz Shed	John Boon
MENZSHED Hastings	Mike Whelan, Bruce Cowie
Havelock Menz Shed	David Mayes, Ian Cameron, Pat Leggett, Brian Cameron, Allan Butland and Kurt Marschner
Henley Mens Shed Inc	Murray Campbell, John Bush
Hibiscus Mens Shed Trust	Stuart Johnston
Howick Community MenzShed Inc	Paul Cressey, Dennis Easton
Katikati Men's Shed	Ron Boggiss
Massey Community Men's Shed	Andrew Wilson
Matamata Community Men's Shed	David Brocklehurst
McIver's Oxford Community Men's Shed	Trevor Scott
Men's Shed North Shore	Ross McEwan
MenzShed Kapiti Inc	Peter Blackler, Nigel Clough, Alan Muxlow
Menzshed Manawatu	David Chapple
MENZSHED Tapawera	John Wilmshurst, Roger Bowman
Mount Maunganui Community Menzshed	Keith Dickson
Paeroa Community Menz Shed	Rob Spencer
Tairāwhiti Menzshed	James Aramoana, John Humphris, Carl Pedersen
Taumarunui Men's Shed	Laurie Bull
Waiuku & District Community Workshop	Arthur Buckland

Whakatane Menz Shed	Mike O'Hagan, John King
New Brighton Menz Shed	Ray Hall
Apologies	
Alexandra Men's Shed	Neil McArthur
Ashburton Men's Shed	Stewart Dunlop
Linwood Men's Shed	Shane Hollis
Menz Shed of Kaiapoi	Frank Overend
Manurewa Boomer Business	Anita Curlett
Rowley Community Men's Shed	Sven Christensen
Hamilton Community Men's Shed	Neil Bruce
Men's Shed Naenae	Archie Kerr

MINUTES OF 2016 AGM:

Minutes had been distributed to all sheds after the 2016 AGM and again prior to this AGM. As no feedback was received, Roger moved that they be accepted as a correct record. Carried.

MATTERS ARISING FROM MINUTES:

Roger advised that Remits concerning role title change for an executive position from At Large to Support Services and changes to regional representatives boundaries to a provincial basis had been implemented.

CHAIRMAN'S REPORT:

Ray spoke to key matters in his report that had previously been distributed member sheds. The report was accepted by the meeting.

Roger thanked Ray for his work as chairman, noting that liaison with international men's shed organisations and NZ public sector agencies had increased during the year.

FINANCIAL REPORT:

Peter spoke to key matters in his report that had previously been distributed member sheds. The report had been independently reviewed by Kay Hollis.

The report was accepted by the meeting.

ELECTIONS:

Roger advised....

- Results of Regional Representatives elections

Region	Nominee & Shed	Nominating Shed	Seconding Shed
Northland, Auckland	Ross McEwan North Shore	North Shore	Hibiscus
Waikato, Bay of Plenty, Gisborne, Hawkes Bay	Keith Dickson Mt Maunganui	Mt Maunganui	Rotorua
Taranaki, Manawatu Wanganui, Wellington	David Chapple Manawatu	Manawatu	Feilding
Marlborough, Nelson, Tasman	Patrick Leggett Havelock	Havelock	Tapawera
Canterbury, West Coast	Trevor Scott Oxford	Oxford	New Brighton
Otago, Southland	Neil McArthur Alexandra	Alexandra	Taieri

As no other nominations were received, the nominees were elected to the roles.

- Elections for:

Role	Nominee & Shed	Nominating Shed	Seconding Shed
Treasurer	Peter Blackler Kapiti	Kapiti	New Brighton
Secretary	Roger Bowman Tapawera	New Brighton	Kaiapoi
Support Services	John Bush Henley	Tapawera	Henley

Ray moved that the nominations for Treasurer, Secretary and Support Services roles be accepted. Carried.

GENERAL BUSINESS/REMITTS:

- Remits - none received for discussion
- Location of Registered Office (Rule 2.1) - Leave as the address of the Secretary. Agreed.
- MENZSHED NZ Membership fee (Rule 7.2) - Leave unchanged at \$25 per shed. Agreed.
- Appointment of Reviewer (Rule 12.1) - Retain Kay Hollis. Agreed.
- Place of 2018 AGM (agreed Auckland at the 2016 AGM.) News arrived during the afternoon from Paul Cressey, Howick Shed Chairman, that a venue had been secured at Bruce House, St Kentigern College, Pakuranga with date to be advised either 20-22 or 27-29 April.

CLOSE:

Ray thanked members for their attendance and declared the meeting closed at 7:55pm.

Rule 8 of our Constitution sets out the composition of the management committee and the election procedures. This document contains information about the 2018 elections.

- **Sheds must be a financial member of MENZSHED NZ to be eligible to nominate and vote.**
- **Nominees must also be a member of a Men's Shed.**

The Executive positions are:

A Chairman, Treasurer, Support Services & Secretary	
And six Regional Representatives	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne, Bay of Plenty	2
Taranaki, Manawatu Wanganui, Wellington	3
Marlborough, Nelson, Tasman	6
Canterbury, West Coast	4
Otago, Southland	5

Nominations for Regional Representatives must **be received by the Secretary** no later than **Wednesday 28 February**.

If necessary, a Postal Ballot will be held between 29 February - 20 March.

The result will be declared by the Secretary prior to the AGM.

Nominations for positions of Treasurer, Secretary and Support Services **must be received by the Secretary** no later than **Friday 30 March**. If necessary, a ballot will be held at the AGM, otherwise a motion will be tabled to accept sole nominations.

Paper based nomination forms must be sent to the Secretary to arrive by the close dates noted above.

Post to:

Roger Bowman
17 Lakehouse Crescent
RICHMOND 7020

or scan and email to:

secretary@menzshed.nz



**NOMINATION FORM:
REGIONAL REPRESENTATIVE**

<i>Region Number:</i>	
<i>Nominee's Name:</i>	
<i>Nominee's Acceptance: (and confirmation that the "Disqualifying Factors" overleaf do not preclude me from serving.)</i>	
Nominated by:	
<i>Shed:</i>	
<i>Shed Address:</i>	
<i>Print name and Sign:</i>	<i>Date:</i>
<i>Shed Role:</i>	
Seconded by:	
<i>Shed:</i>	
<i>Shed Address:</i>	
<i>Print name and Sign:</i>	<i>Date:</i>
<i>Shed Role:</i>	

See overleaf for further information about eligibility criteria.

Nominations must be received by the Secretary no later than Wednesday 28 February.

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RICHMOND 7020

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Disqualifying Factors

(Section 16.2 of the Charities Act 2005)

To qualify as an officer under the Charities Act an officer must not be:

- an undischarged bankrupt
- under the age of 16 years
- convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) and sentenced within the last 7 years
- prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993
- disqualified by the Charities Registration Board under section 31(4) of the Charities Act 2005
- subject to a property order made under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs).

Who can be a Nominee, Nominator and Seconder?

The Nominee, Nominator and Seconder must be members of a men's shed that is a member of MENZSHED NZ and all must be within the same Region.

The Nominator and Seconder must be from separate sheds and must have the authority of the shed to sign.

The Nominee may be from the Nominator or Seconders shed, or other shed (that is a member of MENZSHED NZ).

Regions	Region #
Northland, Auckland	1
Waikato, Bay of Plenty, Gisborne, Bay of Plenty	2
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Otago, Southland	5



**NOMINATION FORM:
OFFICERS**

<i>Position of:</i> (circle the Role)		Chairman	Support Services	Treasurer	Secretary
<i>Nominee's Name:</i>					
<i>Nominee's Acceptance:</i> (and confirmation that the "Disqualifying Factors" overleaf do not preclude me from serving.)					
Nominated by:					
<i>Shed:</i>					
<i>Shed Address:</i>					
<i>Print name and Sign:</i>				<i>Date:</i>	
<i>Shed Role:</i>					
Seconded by:					
<i>Shed:</i>					
<i>Shed Address:</i>					
<i>Print name and Sign:</i>				<i>Date:</i>	
<i>Shed Role:</i>					

A shed must be a financial member of MENZSHED NZ to be eligible to nominate/vote. Nominees must be a member of a Men's Shed.

Nominations must be received by the Secretary no later than Friday 30 March.

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RICHMOND 7020

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- prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993
- disqualified by the Charities Registration Board under section 31(4) of the Charities Act 2005
- subject to a property order made under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs).

Who can be a Nominee, Nominator and Secunder?

The Nominee, Nominator and Secunder must be members of a men's shed that is a member of MENZSHED NZ.

The Nominator and Secunder must be from separate sheds and must have the authority of the shed to sign.

The Nominee may be from the Nominator or Secunders shed, or other shed (that is a member of MENZSHED NZ).



**REMIT FOR
ANNUAL GENERAL MEETING 2018**

Remit Deadline:

Please send to the Secretary by **Wednesday 28 February** to enable distribution to members for discussion prior to the Annual General Meeting.

Notes:

- Sheds must be a financial members of MENZSHED NZ to be eligible to raise or second a remit.
- Separate sheds must propose and second a remit.
- The people who have proposed and seconded the remit must have the authority of the shed to do so.

Remit Title:	
Proposed by:	Seconded by:
Shed:	Shed:
Explanation & statement of case:	

Process:

Remits must be received by the Secretary no later than **Wednesday 28 February**.

Please post to:

Roger Bowman
17 Lakehouse Crescent
RICHMOND 7020

or scan and email to:

secretary@menzshed.nz

Remits will be distributed to all member sheds for discussion, with shed feedback forwarded back to the Secretary by 30 March.

Summarised feedback will then be distributed to all sheds, in preparation for a vote at the AGM.



**PROXY VOTE FORM
FOR ANNUAL GENERAL MEETING
SUNDAY 29 APRIL**

I (your name) _____

being authorised by (shed name)

appoint:

(name of your proxy) _____ of (shed name) _____	or	the Chairman
<i>Indicate your choice of Proxy by deleting what does not apply</i>		

as my proxy to vote on behalf of the shed at the AGM of MENZSHED NZ and at any adjournment of that meeting.

The proxy vote is to be used in the following ways:

Items of Business	In favour	Against	at my Proxy's discretion
Accept nomination for Chairman			
Accept nomination for Support Services			
Accept nomination for Treasurer			
Accept nomination for Secretary			
Remit regarding			
Remit regarding			
<i>✓ one box for each item of business</i>			

Signed on (date) _____

Signature _____

**This Proxy Vote form must be received by the Secretary
no later than Friday 13 April.**

Post to:
Roger Bowman
17 Lakehouse Crescent
RICHMOND 7020

Or

scan and email to:
secretary@menzshed.nz