

CPRB AGM Meeting Minutes 2025

Zoom Meeting

13th August 2025, 12:00-12:30 PM

Zoom Meeting ID: 846 1208 1373

Call to Order: 12pm

In attendance: Rowena, David Robiony-Rogers, Catherine, Megan Reyden, Karen Searby, Leizl, Tess, Bruno Petry, Priti Kansara, Fiona Riddell, Lisa Wilson, Lynette Hodges, Shaiju Thaikandy, Balaji Jagannathan, Joanne Askew, Paul Kelly, Colleen Lockwood, Fiona Bunce, Carmen Brussee, Ewan Morris, Kevin Ellyett, Angela McDonnell, Nina Andy.

Apologies : Belinda Buckley, Eleanor Natrass.

Conflicts of Interest: nil

Notification of incoming and departing board members and chair:

1. Colleen Lockwood re-elected by ANZSSA.
2. Angela McDonnell & Joanne Askew re-elected by NZSNT.

Confirmation of Previous AGM Minutes

Motion: "That the minutes of the 2024 AGM are a true and correct record"

Confirmed: Paul, Seconded: Kevin.

Matters arising from previous minutes: nil

Chairperson Report – presented by Lisa Wilson.

Registrar report – presented by Nina Andy.

Financial report – presented by Nina Andy.

Motion: "that the reports be accepted".

Confirmed: Fiona, Seconded: Lisa.

Election of Reviewer of Annual Accounts

Motion: "that Dellow's Auditors be contracted to review the annual accounts".

Confirmed: Balaji, Seconded: Catherine.

Setting of Fees

Annual Practising Certificate (APC) Fee Discussion:

The Board discussed the previously proposed increase to the APC fee, from \$100 to \$125. This suggestion was based on anticipated increases in operational costs, including planned updates to the website and a transition to Microsoft Office 365 to enhance administrative capability.

However, during the meeting, concerns were raised about the lack of a detailed financial breakdown to support the proposed fee change. Specifically, members requested clarity on the organisation's operating costs, current bank balance, projected expenses, and justification for increasing fees given the organisation is currently holding approximately \$300,000 in reserves.

It was acknowledged that while future costs are expected to rise, a clear and transparent financial case must be made before requesting additional contributions from registrants. In the absence of that information, the Board agreed that it would not be appropriate to proceed with an APC fee increase at this time.

It was noted that the organisation hasn't raised the APC fee in over a decade and that future regulatory developments may require significantly higher fees. Despite this, members agreed that any increase must be backed by a clear budget and cost breakdown.

As a result, the board agreed to defer the APC fee increase for now, maintain the current fee levels, and revisit the matter with detailed financial forecasting in the next financial year. A motion was passed to make no changes to the registration or APC fees at this time.

Motions of which notice has been given: nil

New business: nil

Reports and Recommendations from Officers and Subcommittees

Meeting Close