

REGISTERED MASTER JOINERS

ANNUAL GENERAL MEETING

of the
NEW ZEALAND JOINERY MANUFACTURERS' FEDERATION INC
held online via Zoom
on Friday July 24th, 2020 at 4.00pm

PRESENT: Advisory: Paul Ingram, National President (Waikato/BOP)
Andrew Reilly, Vice President (Waikato/BOP)
Anthony Neustroski, Past President (Wellington)
Ian Lothian, Independent Director

David Higgins	Finewoodworking Joinery	Waikato-Bay of Plenty
Ian Magchelse	Montage Joinery	Waikato-Bay of Plenty
Wendy Molloy	Nigel Molloy Joinery	Otago-Southland
Reuben Bogue	Formatt Bespoke Joinery	Otago-Southland
Nathan Busch	Busch Joinery	Canterbury
Liam Wackrow	Wackrow Joinery	Waikato-Bay of Plenty
Grant Smith	Commercial Joinery	Wellington
Cherie Van der Poel	Got it made Kitchens	Waikato-Bay of Plenty
Rob Pickup	Total Timba Joinery	Auckland
Bryan Frank	Pace Office Furniture	Taranaki
Myles Sellers	The Sellers Room	Nelson-Marlborough
Steve Mangan	LX Joinery	Canterbury
Gary Firman	Firman Joinery	Waitaki
Andrew Reilly	McNaughtons Doors & Windows	Auckland
Dave Cunningham	McNaughtons Doors & Windows	Auckland
Greg Rabbitte	Rabbitte Joinery	Hawkes Bay-Poverty Bay
Graham O'Neil	Legacy Furniture	Auckland
Andrew Bellamy	Wood Solutions	Otago-Southland
Wayne Wilmshurst	Joinery Productions	Wellington
Hayden Boyd	Designline Limited	Waikato-Bay of Plenty
Veronica Hennig	Services Coordinator	Federation
Allison Delaney	Operations Manager	Federation
Noah Edmonds	Carter-class Limited	Wellington
Craig Mackie	CM Joinery	Waikato-Bay of Plenty

1. APOLOGIES:

Roger Aburn	Life Member	Otago-Southland
John Andrew	Orange Joinery	Nelson-Marlborough
Bernard Clark	BML Builders Limited	Auckland
Peter Clarke	Hostess Joinery Limited	Waikato-Bay of Plenty
Graeme Emmerson	Joinery Specialists	Otago-Southland
Ross Bones	Concept Kitchens & Bathrooms	Waikato-Bay of Plenty
Rob Cunningham	St Andrews Joinery	Auckland
Nigel Walker	Owairoa Joinery	Auckland
Richard Shaefer	Fineline Joinery	Auckland

Regan Hughes	Elite Joinery Solutions	Otago-Southland
Robbie Piacun	Grand Vue	Auckland
Tony Hewetson	Hewe Kitchens & Interiors	Auckland
Sailesh Prakash	Design Timber Doors & Windows	Auckland
Mark Spencer	Kitchen Distinction	Wellington
Howard Nossitor	Douglas Furniture	Canterbury
Frank Fernlea	Fernlea Cabinetry and Joinery	Waikato-Bay of Plenty
Geoff Orchard	Orchard Joinery	Wellington
Craig Hewetson	Hewe Kitchens & Interiors	Auckland
Hamish Drummond	Complete Kitchens	Nelson-Marlborough
Phil Agnew	Decade Homes	Nelson-Marlborough

RESOLVED: Craig Mackie Seconded: Gary Firman
"that the apologies be accepted"

CARRIED

2. CONFIRMATION OF QUORUM: Yes

3. CONFIRMATION OF MINUTES: The Minutes of the Annual General Meeting held 21 June 2019 had been circulated to members and were taken as read.

RESOLVED: Ian Magchelse Seconded: Grant Smith

"that the Minutes of the Annual General Meeting held 21 June 2019 be confirmed as a true and accurate record of proceedings"

CARRIED

4. MATTERS ARISING: No matters arising

5. PERFORMANCE REPORT:

The audited Performance Report for the year ended 31 March 2020 has been circulated to members prior to the AGM.

RESOLVED: Reuben Bogue Seconded: Nathan Busch
"that the Performance Report for the year ended 31 March 2020 as audited by Audit Hawke's Bay be approved and accepted."

CARRIED

6. PRESIDENT'S REPORT 2020:

Paul Ingram presented his report to the members. The President's Report 2020 will be circulated with the AGM Minutes. A copy of the report is attached to the Minutes on file. Acknowledgement of Dave Cunningham having served as President for many years in Auckland is now replaced by Rob Pickup.

RESOLVED: Cherie Van de Poel Seconded: Andrew Bellamy
 "that the President's Report to the 2019 Annual General Meeting be adopted."

CARRIED

7. APPOINTMENT OF AUDITOR:

RESOLVED: David Higgins Seconded: Wayne Wilmshurst
 "that Bakers Tilly Staples Rodway, be appointed as Auditors for the year ended 31
 March 2020."

CARRIED

8. ELECTION OF OFFICERS:

Anthony Neustroski, Past President facilitated the election of officer's process.

This being an online meeting, it is hereby determined that as a show of hands may not be suitable therefore there will be a call for any objections. If no objections are received the matter will be taken as unanimous. Nomination forms and Proxy forms were circulated with the AGM Notice of Meeting at the prescribed notice period.

Nominations have been received for President, Vice President and Second Vice President.

For the Office of President:

Nomination for Paul Ingram – member number 716

Nominated by: Myles Sellers, member number 955
 Seconded by: Grant Smith, member number 799

No objections received

For the Office of Vice President:

Nomination for Andrew Reilly – member number 716

Nominated by: Paul Ingram, member number 716
 Seconded by: Greg Rabbitte, member number 841

No objections received

For the Office of Second Vice President:

Nomination for David Higgins – member number 754

Nominated by: Paul Ingram, member number 616
 Seconded by: Nathan Busch, member number 860

No objections received

There being no objections, it is hereby declared that Paul Ingram is elected as NZJMF President, Andrew Reilly is elected as NZJMF Vice President and David Higgins is elected as NZJMF Second Vice President.

CARRIED

NZJMF Delegated Industry Appointments:

The Executive Committee delegate appointments in the interests of the Federation objectives annually.

The Executive Committee hereby recommend the appointment of the following members to undertake the delegated appointments of:

The Joinery Training Trust (JTT) (two required)

Andrew Bellamy (Otago-Southland)
Rob Pickup (Auckland)

JMFNZ (two required)

Liam Wackrow (Waikato-Bay of Plenty)
Andrew Bellamy (Otago-Southland)

Standards Committee Timber Joinery (one required)

Liam Wackrow (Waikato-Bay of Plenty)

Standards Committee Cabinetry (one required)

Nathan Busch (Canterbury)

Education Strategy Lead (one required)

Myles Sellers (Nelson Marlborough)

No objections received in the call for objections.

Resolved: Gary Firman Seconded: David Cunningham
'that the delegated appointment recommendations be accepted'

CARRIED

9. Remits:

No remits were received.

10. GENERAL BUSINESS:

a. Conference – Full report read and attached.

Conference is confirmed for March 25th – 27th being a Thursday to Saturday at Claudelands Event Centre, Hamilton.

We are working carefully to ensure the same awesome program is available with minimal adjustments. Work is underway to confirm the program once again and we are looking to get that information out to the Joinery Industry as soon as possible. The awards gala dinner forms part of that experience.

Members are encouraged to bring their teams and share in this annual knowledge sharing event to inspire performance together.

There will be one conference in 2021 owing to the post COVID climate however the Executive are looking to hold an industry summit later in 2021 for industry engagement.

b. Annual Excellence Awards

The Master Joiners annual excellence awards program is confirmed as being merged with the 2021 program. That means the 2021 program will be bought forward to coincide with conference.

We have been very pleased with the feedback from members sharing their experiences and working on ways to develop the awards entry experience.

The Awards Review working group took time to carefully work through

1. what members wanted and needed
2. the executive Committee wanted to ensure that we value added value, not cost and reduced waste as a sustainable organisation
3. The incentive for more apprentices to participate.
4. Ensure longevity of the program

As part of the consultation review, the Awards program now hosts its own unique branding and its own website page. The page profiles the winning entries and profiles the brands of those sponsors who year on year fully support the Master Joiner pursuit of excellence through this program.

Some additional developments which members can be very pleased with are

1. Entries are now submitted via a PDF version of the previous corflute entry board. This welcome change reduces the cost of producing an entry. It is an aspiration of the program to ensure participation is cost effective, ensuring that the whole community can participate.
2. Master Joiners will professionally print the PDF' entry boards for display at the Annual conference. This also means, entrants who attend conference can roll up their printed award board; secure with a band and take it home with them from conference, further reduced freight costs.
3. Entry submissions are now uploaded via the online entry portal found on the Master Joiners website awards page. This small change allows for the entrant's details to be collected and securely stored in one step thereby improving the overall experience to submit and improving the efficiency of administrating the program.
4. The improvements also make better use of the website capability, which is a fantastic resource already available, we are simply making that resource do more for Master Joiners.
5. The revised awards information brochure ensures that those interested in participating can download the information brochure from the comfort of their desk and scan the information for what they need to know. This combined with the scrolling images of previous winners and the profiling of the sponsors brands, advances the interests of the program, the members, the participants and the national associate network.
6. The apprentice awards are open to the industry and that being the case it was important to ensure that no matter where the apprentice worked or lived, access to the Master Joiners Excellence Awards program was as easy as heading to the website.
7. Entry winners are now provided a unique electronic jpg of their award win for exclusive use in the promotion of their professional excellence. This jpg can be used in print or digital media where the winner's profile is being promoted.

There is now a very modest \$25.00 entry fee for the Master Joiner categories to offset the costs to deliver the program but would further support the apprentice categories. Taking account that in 2019, there were over 200 entries, which all required significant handling and administration and you can imagine the coordination of judging 200 entries.

It was decided that apprentice entrants would not be charged an entry fee further supporting the apprentice journey into the profession. The awards review working group will reconvene from time to time to monitor and assess outputs of the program and the resources.

The Annual excellence awards form a strand in the rope that defines the Master Joiner commitment to professional excellence. Dreams without goals are just dreams but with the excellence awards program functioning at its best, dreams of winning a Master Joiners excellence award becomes a worthy goal and well within reach.

Closing dates for award entries is January 10th, 2020.

The Executive Committee acknowledge the work of Sue Page – Hawkes Bay for her work over the years in the administration of the awards.

Dave Cunningham – Auckland is acknowledged for his work in leading the awards review working group.

c. JMFNZ Report – Report delivered by Liam Wackrow

Highlights of the year include the MBIE building performance updates which are published in the BRANZ Magazine which acknowledges JMF as the industry standard for timber joinery.

Thermawood has been signed up as a compliance suite partner and are setting the template for others to follow. There has been a simplification of the electronic tag ordering system, which benefits are being seen. The development of the multi wind zone tag makes it easier to manage. Council engagement continues specifically Otago and Auckland.

Establishment of the best compliant timber joinery award in the MJ excellence awards program was won by Christie Builders and Joiners in Napier. The wind zone engineering and calculation software is ready to undergo testing and is expected to be made available later in this year. The Directors acknowledge companies and suppliers who uphold the standards. That support advances innovation and specifically to the engineering and calculations, website development and tag simplification which continues on from the work done to test the open indoor and overall slider in recent years.

Acknowledgements to Zoe Askew and Rob Wells who have been instrumental in bringing these projects to fruition. Lindsay Newman replaces Zoe Askew as an administrator. The recruitment of an Operations Manager is being constrained by profitability. This year's negligible net profit result demonstrates the challenge we face to increase revenue prior to investing in further product development or the recruitment of the Operations Manager. The effects of COVID and the disappointing bad debts provision lends weight to a conservative approach. With this in mind, the Directors encourage members to support the scheme by selecting the correct tag tier and by choosing to support suppliers who support JMF. Although signing further royalty paying compliance suite partners has been slow, we are encouraged new inquiries from new suppliers wishing to leverage the opportunity JMF can provide them by becoming a compliance suite partner. Initiatives to encourage this remains a priority key to focus this coming year.

There is a trend of councils and architects seeking additional assurance on compliance plus the tag. This is something that JMF welcome as it highlights the value of the offering as compliance becomes increasingly important. Overall JMF continues to be of significant value to our industry and allows members both the opportunity to manufacture products that are compliant to the New Zealand building code combined with the opportunity to continue to improve our industry collectively.

RESOLVED: Liam Wackrow Seconded: Anthony Neustroski
 'That the JMF Directors report be accepted'
CARRIED

d. JTT Report – Report delivered by Andrew Bellamy

This is the fifth annual year for the JTT. JTT was established was established by the NZJMF by way of motion in 2015. The trust is established for the education and training of joiners and of public in general and to develop and coordinate service of other agencies including government. It can undertake any other charitable activities.

Kevyn Moore is a Director with Andrew Bellamy along with Liam Wackrow who is to be replaced by Rob Pickup. Donations are welcome to the capital base. The portfolio been a conservative value in nature with capital value as at 31st March 2019 was \$191,445 and the balance as at 31st March 2020 was \$172,995. The trust has a diverse portfolio and the chart will be circulated with the minutes. The trust has been affected by COVID19.

RESOLVED: Andrew Bellamy Seconded: Graeme O'Neil
 'That the JTT Directors report be accepted'
CARRIED

e. New Member Services

Disputes Resolution Service – Report delivered by Anthony Neustroski

Master Joiners have been working on a complaint process for members and the public which is more robust in dealing with disputes. The focus is to assist members in how to avoid complaints in the first instance but also to deal with complaints early. We are working on a service partnered with the help or mediation from the Resolution Institute. An easy to follow procedure will be put together for Master Joiner members, customers, and Federation. A good process seeks early resolution to protect the Master Joiner brand and members. This will be a good efficient tool for members. There is a lot involved in preparing the service, but we are on track.

Other General Business

Myles Sellers – Nelson Marlborough

Acknowledgement of the new look reporting and how professional and they are. Also, thanks to Andrew Bellamy for his leadership of the education strategy and what has been achieved in that work. The annual report provides a good picture of all the work which has been achieved by the Executive under the leadership of Paul Ingram. Thanks to Paul for that leadership.

Paul Ingram – President

Thank you to everyone who has answered the call to advance the strategic work of the Federation in the interests of Master Joiner members.

Introduction of Independent Director/Advisor Ian Lothian.

Ian has been on board for a few months as an independent adviser to assist with Governance work of the Executive Committee. Ian sits on a range of boards of organisations and it is always interesting and challenging work.

Liam Wackrow – Waikato

It has been a fun busy year for Master Joiners and the work is ongoing but there are good people in good seats. Thank you for the work being done for the members.

Andrew Reilly – Central

Everything looks fantastic and it is amazing how we have moved forward in the past 12 months. Thanks to Anthony for the disputes work underway as it results on positives for the members. Post COVID service to members has been amazing especially with the forums. We are also looking forward to the 30K contract being completed for members.

There being no further business, the meeting closed in this first ever electronic meeting of Master Joiners at 4.56pm.

ConfirmedChairman

Date