



NOTICE OF ANNUAL GENERAL MEETING

INFRASTRUCTURE INDUSTRY TRAINING ORGANISATION INC. trading as CONNEXIS

Notice is hereby given that the Annual General Meeting of Connexis will be held on Wednesday 25th March 2020 at 11am in Connexis' Wellington Offices, Level 13, Simpl House, 40 Mercer Street, Wellington followed by light refreshments.

Order of business

- 1. Welcome**
- 2. Apologies**
- 3. Minutes of 2019 AGM**
- 4. Chairs' Report**
- 5. Chief Executive's Report**
- 6. Financial Report**
- 7. Appointment of Directors**
- 8. Reappointment of Auditors**
- 9. General Business**
- 10. Close of meeting**

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
INFRASTRUCTURE INDUSTRY TRAINING ORGANISATION (INC)
(trading as Connexis)

Held on Wednesday, 27th March 2019 at 9.05am
Connexis Head Office, Level 13, Simpl House, 40 Mercer Street, Wellington

Present:

Industry Group Representatives

Grant Sullivan	Meridian Energy
Peter Silcock	CCNZ (apologies for arriving late)
Maarten van der Zeyden	Certus Solutions (late @ 9.38am)
Ross McArthur	CCNZ

Directors

Brian Warren	Connexis Board Chair
Susan Huria	Connexis Board Member
Don Pryde	Connexis Board Member
Roger McRae	Connexis Board Member

In Attendance:

Toby Beaglehole	Connexis Chief Executive
Kelvin Wong	Connexis Chief Financial Officer
Kaarin Gaukrodger	Connexis General Manager Customer Engagement
Paul Mitchell	Connexis General Manager Special Projects
Vanessa Price	Connexis Office Manager
Marc Borland	Connexis Key Account Manager
Vanessa Veart-Smith	Connexis Area Manager - Northern
Glen Burrin	Connexis Area Manager – Lower North
Fiona Malloch	Connexis Area Manager – Southern

1. Welcome

1.1 The Chair, Brian Warren, declared the 2019 Annual General Meeting of the Infrastructure Industry Training Organisation Inc open and welcomed members, representatives and directors to the sixth AGM. Brian welcomed Toby Beaglehole and Kelvin Wong as this is their first AGM, he also welcomed other new faces around the table.

1.2 Susan took a minute to remember the victims of the Christchurch incident.

2. Apologies/Proxies

2.1 Apologies were received from:

Gavan Jackson	Connexis Board
Mike Grumball	Connexis General Manager
Tim Gibson	CityCare Water
John Pfahlert	Water New Zealand
Roger Dunn	Veolia
Matt Keil	Southland District Council
Ray Basher	R and A Basher
Tony McKay (Member)	Goodmans
Tim Armitage (Member)	Armitage Consultancy Limited
Mike Burke (Member)	Live Work Training Consultant
Peter Chalmers (Member)	Adriot Solutions Ltd
Treen Myers (Member)	ASEFA Ltd
Tony Williams (Member)	RTEC
Alan Kerr	

Resolved:

“That the apologies be accepted”

Moved: Peter Silcock

Seconded: Grant Sullivan

CARRIED

3. Minutes of the Infrastructure ITO Annual General Meeting on 28th March 2018

Resolved:

Annual General Meeting have been made the Minutes of the Annual General Meeting held on 28th March 2018, be signed as a true and correct record”

Moved: Peter Silcock

Seconded: Grant Sullivan

CARRIED

4. Chairperson’s Report

There has been a change in the business model and how the field team are more effectively managed.

The Chairperson and the Board wanted to acknowledge the contribution of Frances Hague to Connexis over the years and her desire and drive with Women in High Vis/Women in Infrastructure.

The budget for 2019 is zero and we are tracking well for the first three months. With the proposed changes suggested from Minister Chris Hipkins around RoVE, the Board have asked the CEO and SLT to work with the Ministries involved. Our objectives will be to how we best accept these changes and how we can best look after our staff.

The change in Infrastructure was not on our risk register however it is now. We could see the risk to the Polytechs and possibility of a review of the Universities. Connexis went around the country and held a roadshow and updated our customers to submit their feedback to help Connexis focus our submission to Government to provide industry feedback.

Industry will be advised on any updates on RoVE.

Peter Silcock discussed the possibility of industries combined together around training.

5. Chief Executive's Report

2018 financially was not a good year for Connexis, however with the arrival of the new CFO and a thorough review of the books, including removing old software, Connexis is tracking well for the first two months of 2019.

2018 Women in Infrastructure has positioned Connexis well with our first Women in Infrastructure, Pearl Jury, achieving her Civil Tradesperson qualification.

Annual Connection was held in Christchurch in 2018 and was a great success, the 2019 event has confirmed Hawkes Bay as the location and will be bigger than last year.

New qualifications have been rolled into industry and the water e-learning model is working well.

RoVE – Connexis is urging the Ministry to take into consideration fixing the model prior to merging all the training into one. I attended a Hui in Waikato and there was no alignment with Maori and Industry and the two outcomes from the Hui where to extend the consultation by 6 weeks and to consult and work with Maori on proposed changes.

Peter Silcock – the Civil employers prefer to complete their own training therefore RoVE will not impact these Companies.

Resolved:

“That the Annual Report, including the Chair's and Chief Executive's reports for the period ended 31st December 2018 be received.”

Moved: Peter Silcock

Seconded: Grant Sullivan

CARRIED

6. Financial report

The summary financials highlight the \$1.2m loss. There was work done around qualifications and the loss from that is around timing and will flow through to Connexis in 2019. There was some work done on updating the assets and software.

Grant Sullivan – with a loss in both 2017 & 2018 totally around \$1.9m what’s happening to turn that around?

The changes that have taken place will help turn this around and better understanding of how the TEC funding model work around trainees and funding. With new appointments to both CEO and CFO positions prior years losses have been reviewed in depth and more focus placed on trainees, where the revenue comes from and securing that funding.

Resolved:

“That the Financial Statements for the 12-month period ended 31 December 2018 be received.”

Moved: Peter Silcock
Seconded: Grant Sullivan

CARRIED

There was acknowledgement from the members about being open and transparent with the results.

7. Director Rotation

2019 brings the 3-year rule requirement of director rotation. Connexis has a skills-based Board and the Industry Groups have input into Director selection. The Board has reviewed this and there was a project to review the Board rules however with the RoVE proposal and with agreeance from Grant Sullivan this project will be parked until an outcome from RoVE.

None of the Board members are currently up for rotation.

The Board believes that the current Board members have the skills and expertise and will not need to replace France Hague.

The Board wants to formally thank the Connexis Executive team and record their appreciation for the support and help during the latter half of 2018.



8. General Business

There was a motion to reappoint BFO Spicers as Connexis auditors for another.

Moved: Grant Sullivan

Second: Peter Silcock

Carried.

There was no other general business.

The Chair thanked those present for attending and their contribution.

The meeting closed at 9.54 am

Certified as an accurate record of the business conducted at the Annual General Meeting of the Infrastructure Industry Training Organisation (Inc) held on 27th March 2019.

Chairperson:

Date: