

Minutes from the Annual General Meeting of MSC

West Plaza Hotel

11 October 2012

Present

Harry Maher	LandSar	Darryl Carpenter	MSC CEO
Dave Erson	LandSar	Ross Meder	MSC Executive Committee Chairperson
Richard Davies	DOC	Murray Douglas	MSC Executive Committee Deputy Chair
Bill O'Leary	NZDA	Bridget Janse	MSC TAC OFA Convener
Christeen MacKenzie	DOC/ MSC Executive Committee	Tracy Wakeford	MSC Training Coordinator, Firearms
Sam Newton	NZ Alpine Club	Russell Chilton	MSC Region 5 Representative
Joe Green	NZ Police	Nigel Seebeck	MSC Region 3 Representative
Miles Davidson	NZSC	Gordon Smith	MSC Assistant Avalanche Programme Mgr
David Rew	NZSF	Anja Morris	MSC Region 2 Representative
Matt Cant	NZOIA	Leonce Jones	MSC Education Programme Manager
Geoff Ensor	TIANZ/MSC Executive Committee	Fiona Hudson	MSC Region 4 Representative
Trevor Dyke	NZDA/ MSC Executive Committee	Greg King	MSC Region 7 Representative
Fiona McDonald	EONZ/MSC Executive Committee	Ray Goldring	MSC TAC Bushcraft/RM Convener
Michael Good	Boys Brigade NZ	Mike Spray	MSC Programme Manager Firearms
Joe Fecteau	Boys Brigade NZ	Andrew Hobman	MSC Programme Manager Avalanche
Andy Woodhouse	Duke of Edinburgh Hilary Awards	Chris Owens	MSC Programme Manager/Bushcraft & Risk Management
Ian Nicholson	Scouts NZ	Andrea Corrigan	MSC Marketing & Communications Manager
Ian Gardiner	NZ Mountain Radio Service	Christine Oakley-Hall	MSC Administrator
Nathan Watson	Girl Guiding NZ		
Dean Eager	NZSIA		
Richard Brodie	MSC Business Manager		
Nina Klauke	MSC Administrator		
Jane Hoedemaekers	MSC Branch Network Manager		

Welcome

Ross Meder (Chair of Council) welcomed everyone to the 2012 AGM and provided a brief outline of the agenda.

Apologies as noted

Sally Duston – Region 7	Bryce Meredith – Firearms TAC Committee
Mike Boyes – Research TAC Committee	Hugh Logan – Alpine TAC Committee
Tony Wells – SARINZ	Kevin Boekholt – NZHOG
Ian Brandon – NZDF	Gary Dickson - NZMGA
Peter Bilous – Snow & Avalanche TAC Committee	Joseph Harawira – ACC
Elizabeth Dickens – Girls Brigade	



Opening address from the Hon. Kate Wilkinson (Minister of Conservation & Labour)

The Hon. Kate Wilkinson delivered the opening remarks for the Council AGM, inviting questions from the delegates. The Minister thanked the delegates for their time and commitment to outdoor safety for land-based outdoor activity and expressed her desire for increased collaborative effort with tangible initiatives. The Minister invited direct dialogue with her office, and her respective Government agencies, to further support and endorse the ongoing delivery of the work of Council.

Confirmation of minutes 2011

The previous meeting minutes were taken as read

Motion: that the previous minutes be accepted

Moved by Nathan Watson seconded by Anja Morris, carried

Matters arising from the minutes

There were no matters arising from the previous minutes

Chairperson report

The MSC 5 year strategic plan was approved by the AGM 2011, since then we have focussed on

- Inspiring, training and enabling competent instructors involved in land-based activities
- Work to ensure community outdoor safety goes from strength to strength
- Current funding is challenging given that we are competing with other organisations for funds, however we are working to spread the risk, because of this sector collaboration will become more important as we aim to maximise value and everything we undertake

Council identify the need to remain relevant in today's changing society via many different channels maintaining the aim to educate communities in outdoor safety.

As a nation we are frequently reminded of the cruel hand nature has to play when we chose the outdoors as our playground. We are confronted with near misses, the lucky escapes, the rescues and sometimes the loss of lives which can occur as a result of poor planning and decision making.

While the sector wide review of qualifications continues MSC will be heavily involved to ensure that our feedback is considered and our position is clear. Potential gaps need to be identified early to ensure our needs and that of our members are being met and that our role within this process has been respected.

Youth leader development needs to be explored fully with MSC seeing itself as a vital conduit to the process.

Projects are maturing with Adventuresmart and Avalanche.net being examples of how we are making outdoor safety accessible to the public

Motion: that the Chairpersons report be accepted

Moved by Bridget Janse seconded by Andy Woodhouse, carried



Chief Executive's Report

The CEO presented a PowerPoint presentation to the AGM and this included:

Throughout 2011/2012, our overall focus was on achieving and to:

- **Engage:** with member orgs, stakeholders, communities
- **Deliver:** core programmes/services: white/green/speciality (OFA, FA)
- **Review, rebuild, re-launch:**
 - Community education, operations, admin support
 - Systems, processes, policies & procedures, resources
 - Compliance requirements – safety, quality, consistency
- **Provide:** sound governance, core policies
- **Secure funding:** projects & core activity, generate revenue (sales)
- **Reporting:** operational, Board, funders

Throughout 2011/2012 they key areas of focus were:

- **Engage:** with member agencies, key stakeholders & communities
- **Governance:** provide sound governance
- **Continue business as usual:** deliver operational activity (white, green & speciality programmes), comms & media
- **Collaborate:** actively participate in leader development, community education, visitor risk mgmt (adventuresmart, Outdoors Intentions, outdoor safety code)
- **Embed changes:** ensure education, operation & support policies, processes, systems (new database) & resources are completed
- **Reposition:** research & evaluation, National Incident Database (NID)
- **Comply:** with all H&S, outdoor safety & quality requirements
- **Secure funding:** ensure core organisation activity, programmes, current & future projects and increased sales are sustainable.

Funding for 2011/2012

- **Core funding:**
 - LGB: consistent funding as achieved in previous years
 - NZP: firearm safety training & testing, Whakatupato
 - NZP: FA instructor development and qualifications
- **Project funding:**
 - NZP: enhancements of MSC member database
 - SPARC: Governance development
 - DOC, SAANZ: avalanche forecasting
 - NZSAR: AdventureSmart, outdoor safety code
 - NZSAR & DOC: Outdoor Intentions
 - Lion Foundation & NZCT (for OFA)
- **Other:** COGS funding for Branches, education delivery revenue

Financial report for 2011/12

- Budgeted operating result: -\$58,969 (deficit), actual result: \$49,715 surplus

Budget for 2012/13

- Known income is \$2.236M, anticipated expenditure is \$2.235M, anticipated surplus is **\$428**

Motion: that the Chief Executives report be accepted

Moved by Murray Douglas, seconded by Ross Meder, carried

Financial Report

The financial report was delivered by Barry Baker, Accountant and Partner from Grant Thornton. In his report Barry outlined the following points

- The top 5 issues challenging the Not for Profit sector: funding, fundraising, controlling expenditure, government and the state of the economy
- An overview of 2011 – 2012
- Summary financial statements: income \$2,133,051, expenditure \$2140144 (incl dep) net result -\$7,093, net assets/equity \$812, 140
- Future focus which included the following:
 - Centralise financial management
 - Focus on financial sustainability
 - Maintain reserves
 - Continue change programmes

Motion: that the finance report be adopted

Moved by Trevor Dyke, seconded by David Rew, carried

Council Member Organisation Reports

All reports were taken as read. In addition, however, each delegate was invited to give a brief overview of their year and to speak specifically to their engagement with Council. The following is a summary of the verbal reports:

- **Boys Brigade**
2011-12 has been one of transition for BBNZ, as part of the year went by without a National Director in place. This resulted in a more inward focus for the organisation in the short term, with little activity occurring between BBNZ and MSC other than invitation to be involved in collaborative leader development. We hope to engage more going forward.
- **Land Search and Rescue**
The focus of the collaborative work between LandSAR and MSC in 2011/12 has been the Outdoors Intentions system. LandSAR's volunteer base represents only a small fraction of the backcountry users in NZ, and our members are (hopefully!) fully conversant and compliant with good practices relating to leaving intentions. We do, however, as part of the Search & Rescue sector, have a role to play in assisting MSC and DOC and others implement changes to the current system.



- **NZ Shooting Federation Inc.**

In our role as the Olympic shooting organisation recognised by Sport NZ. We receive Community Sport & Recreation funding and our activities under this category are devolved to our affiliates, who have both the physical resources and access to grass-roots shooters to undertake various development activities for the shooting disciplines and to provide pathways to Olympic and Commonwealth Games participation. We are now an active member of the MSC Firearms Technical Advisory Committee.

- **NZ Snowsports Council**

Our main engagement with MSC is through the National Incidence Data Base (NID), the alpine and avalanche programmes. Each ski area can register to use the NID and record injuries during the season. The relationships between ski areas and MSC programme manager continue Snow and Avalanche Committee, safety programmes, web applications and info sharing. The NID provides an excellent management tool for ski areas entering injury data. Ski areas can access their own data at any time, sort by injury type and location. Snow management decisions can be made in a timely way. The ski areas recorded 1,390,887 visits in 2011. The NID collated report indicated that 3.2 injuries per 1000 visits were recorded. This up from 3.1 injuries per 1,000 visits in 2010

- **New Zealand Police**

"Police are appreciative of the work of MSC staff and volunteers, not only in terms of delivery of firearms safety training but also in the development of other resources. Police are also appreciative of the volunteer base. We are aware that there is considerable cross over between firearms users and other users of the outdoors. MSC provides an excellent 'go to' point of reference. The www.adventuresmart.org.nz site is another success story." Nick Perry, Assistant Commissioner Operations.

- **NZ Deerstalkers Association**

Over the last three years NZDA has had a representative on the MSC Executive committee. In stepping down I must say that it has been an experience and I believe that the executive committee is making valuable progress forward. Since the introduction of Range Officer courses NZDA has appreciated the cooperation of MSC personnel in delivering these courses. It is interesting to note that interest in these courses continues to grow, especially amongst our branches. Signs would indicate that this will continue to grow.

- **EONZ**

In 2010 Education Outdoors New Zealand (EONZ), New Zealand Mountain Safety Council (MSC) and New Zealand Association of Environmental Education (NZAEE) collaborated and gained funding from Sport NZ to create and deliver a Professional Learning and Development (PLD) programme to strengthen schools' understanding and implementation of the EOTC Guidelines (2009) and to create resources to support EOTC delivery.

- **Girl Guiding NZ**

It has been a busy and productive year for GirlGuiding NZ and the MSC with numerous training courses running across the country. 2012 has been a very successful year and we are looking to build on this platform and offer a greater number of outdoor training opportunities throughout 2013 in partnership with the MSC. This includes River Safety, Risk Management and Outdoor Emergency Management courses. We



are increasing the number of outdoor training opportunities available to adult members with the aim to increase the number of qualified members across all regions of the country.

- **NZ Mountain Radio Service**

We consider that membership of the Council adds considerable weight to the organisation and will enable us to promote the Mountain Radio Services better to mountain users and the general public. It has also been recognised that in today's environment, the resources needed to maintain radio services are beyond what small self-motivated organisations can achieve individually and national co-ordination and support is required. Likewise we recognise that to achieve national recognition, support of our organisation is required by NZMSC which is recognised by Government.

- **NZ Outdoors Instructors Association**

The past 12 months has been a period of strong growth for NZOIA with membership peaking at 1012 (14% growth) and registrations increasing by 23%. Assessment activity has been similarly busy with 27% growth in NZOIA run assessment events, and increasing activity within our eight accredited assessment centres in polytechnics and universities also. We've shifted the office from Wellington to Nelson and increased our staffing to four full time and two part time staff members as a consequence of our sustained growth over the past decade.

- **TIANZ**

This is the third year that TIA has had a representative on the MSC board which is indicative of our organisation's support for MSC work. MSC has a strong, clear strategic plan and associated business plan – TIA is happy with MSC's direction and feels it goes some way to helping NZ fulfil its duty of care to overseas visitors and New Zealanders who seek more knowledge and experience before taking on certain activities or environments.

TIA has continued to work on specific actions from the review into safety within the adventure tourism and outdoor commercial sector, including developing a website (with support from Outdoors NZ) that gives practical advice on building strong safety management systems and is 'from industry/for industry', working on Activity Safety Guidelines for caving, indoor rock climbing, and canyoning, and running a series of regional safety workshops for operators.

- **Department of Conservation**

The Department of Conservation is continuing to work with the Mountain Safety Council on a number of visitor safety projects. These are based on ensuring consistency of approach, reinforcing personal responsibility for safety and the need for good information to make decisions on risk in the outdoors. This project has come about as a result as DOC's commitment to working with others to develop and deliver consistent safety messages as part of our Visitor Risk Management System. This makes the best use of each organisations limited communication resources. By doing this, it will deliver an agreed set of safety messages, gives them a greater profile and avoid the risks associated with mixed messaging.

- **New Zealand Defence Force**

NZDF continues to take a keen interest in the developments currently taking place within the outdoor sector based on the outcomes of the recent Department of Labour report. There is scope for some of the recommendations made to have a profound impact on how some training providers within NZDF operate,



and NZDF looks forward to continuing to work with MSC to identify and mitigate any potential risks to training outputs.

- **Duke of Edinburgh Hillary Awards**

The DofE was involved with the MSC Pilot of the Outdoor Leader Residential courses, we found them to be very useful and wish to do some more. We are launching a range of online resources to increase enrolments and enhance access to the award, alongside this we need to qualify as many Outdoor Leaders and volunteers as possible and so modular and residential ODL courses will be a primary focus for us next year.

- **SARINZ**

MSC and SARINZ (as well as Skills Active and Triple One Care) have cooperated on one major project in the 2011-2012 year. This was the implementation of the MSC Bush Leader Award. Three pilot courses were delivered: the first in Raurimu at BMAC from 12-19 August, the second in Katikati at Aongatete Lodge from 19-26 August and the third in the Canterbury Craigburn Forest Lodge 7-14 Sept. A total of 43 students attended these courses, with some late withdraws due to volcanic eruption and other weather events.

- **NZ Alpine Club**

NZAC has continued to grow and thrive in the past 12 months. On-going capital expenditure projects including the publishing of guidebooks, investment in our hut/lodge network and our web presence. Rolling out the changes recommended by the Governance review, including the recruitment of an Executive Board. Membership has grown slowly, but steadily to just under 3,200. NZAC recorded a financial loss for the 2011/12 period. Significant costs associated with a Corners inquest were incurred, our Publishing activities do not meet forecasted revenue, Public Indemnity Insurance was purchased for the guides that we employ and the recruitment of and handover to a new GM was an additional cost.

- **Scouts NZ**

Scouts New Zealand has shown a strong resurgence over the last six years by increasing youth membership by 17.7%. This has been driven by a positive branding based on "ADVENTURE PLUS", a new uniform and image, the provision of increased programme resource and increased leader training. SCOUTS New Zealand is increasing making use of outdoor activities as a key learning resource. We are working with Skill Active to extend our adult leader qualifications and integration within the outdoor community.

Motion: that the Council member organisation reports be accepted

Moved by Ian Nicholson, seconded by Ian Gardiner, carried

Confirmation of Council Delegates

The Executive Committee tabled the list of Council delegates for consideration

Motion: that the delegates to Council be accepted

Moved by Ross Meder, seconded by Andy Woodhouse, carried



Confirmation of Council Awards

The Executive Committee tabled a list of Council Award nominees for consideration

Motion: that the nominations for Council awards be accepted

Moved by Bridget Janse, seconded by Murray Douglas, carried

Election of Chairperson

One nomination was received for Chairperson of Council – Geoff Ensor

Motion: that Geoff Ensor be appointed Chairperson of Council

Moved by Ross Meder, seconded by Anja Morris, Carried

Election of Deputy Chairperson – Murray Douglas

One nomination was received for Deputy Chairperson of Council – Murray Douglas

Motion: that Murray Douglas be appointed Deputy Chairperson of Council

Moved by Nathan Watson, seconded by Ian Nicholson, carried

Election of two members of the Executive Committee

Two nominations were received for the two available positions on the Executive Committee - Ross Meder and Harry Maher

Motion: that Ross Meder and Harry Maher be appointed to the NZ Mountain Safety Council Executive Committee

Moved by Andy Woodhouse, seconded by Joe Green, carried

Confirmation of cheque signatories

The Executive Committee presented their recommendation for cheque signatories including Darryl Carpenter, Richard Brodie, Leonce Jones, Geoff Ensor, Christine Oakley-Hall.

Motion: that Darryl Carpenter, Richard Brodie, Leonce Jones, Geoff Ensor, Christine Oakley-Hall be confirmed as the cheque signatories

Moved by Bridget Janse, seconded by Sam Newton, carried

Confirmation of auditors

The Executive Committee requested that Council give them the responsibility for determining the most appropriate auditor to meet the needs of Council while still meeting all financial management, control and audit requirements

Motion: that the Executive Committee appoint the auditors for 2012/13

Moved by Nathan Watson, seconded by Anja Morris, carried

Amendment to constitution

A paper was presented by the Executive Committee identifying that it was inappropriate and followed poor governance process to have the CEO as an Executive Committee member. The paper went on to recommend that the constitution be changed to remove the CEO from the current stated Executive Committee role and responsibility.

Motion: That the Council replaces the existing Clause 10.2 ("The Chief Executive Officer of the Council is ex officio a member of the Executive Committee but without voting rights") with the following: "The Chief Executive Officer



of the Council shall be entitled to attend meetings of the Executive Committee at the discretion of the Executive Committee but shall not be a member of the Executive Committee or have voting rights."

Moved by Ian Nicholson, seconded by Miles Davidson, carried

General Business

The Executive Committee presented a paper that recommended that the Bushcraft and Risk Management Technical Advisory Committees merge. This requires Council approval as stated in the constitution:

5.2 A Meeting of Council may establish Standing Committees in such manner and subject to such rules conditions and restrictions as it may adopt, and may in its discretion merge, divide or disestablish such committees. Such committees shall focus on a particular area of activity within Clauses 2 and 3 of this Constitution, as determined by a Meeting of Council. Membership of Standing Committees shall be as nominated from time to time by the Executive Committee provided that a Meeting of Council may change the membership of any existing Standing Committee, terminate its existence, change its area or areas of activity, or create additional Standing Committees

Motion: that the Bushcraft and Risk Management Technical Advisory Committees merge

Moved by Nigel Seebeck, seconded by Andy Woodhouse, carried

Confirmation of next meeting

TBA