



MINUTES

of the Annual General Meeting of The Chartered Institute of Logistics and Transport in New Zealand Incorporated, held on the 12th October 2016 at the Hotel Intercontinental, 2 Grey St Wellington.

1. **Present:** Members as per list attached. Glen- Marie Burns declared that a quorum was present.

2. **Apologies:** Members as per list attached.

Glen-Marie Burns moved, Murray King seconded that the apologies be sustained.

Carried

3. **Minutes of the Annual General Meeting 2015**

Glen-Marie Burns moved, David Kriel seconded that the Minutes of the Annual General Meeting held on 21st October 2015 be adopted.

Carried

4. **President's report**

The President, Glen-Marie Burns, presented her annual report to the meeting.

Glen-Marie spoke to her report commenting on key points and advising the importance to keep an emphasis on developing the young professional network as this group is key to ensuring CILT remains relevant to new generations of transport and logistics professionals.

The terminology of using U35's will be replaced with the words Young Professionals.

Glen-Marie welcomed the new section chairs and acknowledged the work Central Section had done with the Forum held earlier in the day and the Awards Dinner Presentation to be held in this evening.

CILT Social Media presence has increased under the expertise of Ying Xie who was co-opted onto the Council as the Social Media representative.

Jo Brosnahan ran her third annual Leaders for the Future course in 2016 with the participants graduating later in the evening also.

CILT is delighted to support the LFTF course to ensure it continues to be successful and have had very positive feedback from those who have taken part in the programme.

Glen-Marie Burns moved the adoption of his report, seconded by Walter Glass.

Carried

5. **CILT AGM Adjourned to Hold the Trust AGM**

6. **AGM of the Transport and Educational Trust – a separate meeting.**

(6.1) Chair Report

Murray King, Chair of the Trust Board, opened the Trust's AGM by presenting the Chair's report for year ending 31 March 2016, including the Annual Accounts of the Trust.

Murray spoke to the accounts and explained that the income was up on the previous year largely because of income from a two year investment paid at maturity. The accounts were available for viewing.

The 2016 grant will be for personal development, looking at offering 3 x \$3K scholarships with applications called for shortly.

This year the Trust was required to file a Performance Report being at tier 3 for the purposes of reporting under the Charities Act, as we use accrual accounting practice and have a low income. This report is also available for
There were no changes in Trustees at this time.

(6.2) Adoption of the 2016 TRET Accounts

Murray King moved that his report be accepted and the accounts approved, Walter Glass seconded.

Carried

(6.3) Resolution for Appointment of Auditor

The following resolution was passed and accepted.

Michael Stowers is the appointed Auditor for the 2016-2017 year accounts.

Moved Murray King seconded by Jean-Paul Thull.

Carried

7. **TRUST AGM Closed Resume CILT AGM**

8. **CILT Financial Report**

The annual accounts for the period July 2015 to June 2016 were tabled.

Glen-Marie Burns spoke to her report and advised the importance for CILT to remain financially sustainable. The Council has continued to have a strong oversight of financial matters and to recover from the net loss on the Awards function 2015. She stressed the importance of prudent spending and considering ways to increase the revenue through membership and sponsorship.

Glen-Marie acknowledged the current sponsors and thanked them for their continued support.

Chin Abeywickrama, Finance Committee Chair, spoke to the accounts in more detail and reiterated the fact that we need to consider a way to boost income going forward. He advised expenses cannot be cut any further than they presently are.

Glen-Marie Burns moved to accept, and Rosemarie Dawson seconded that the annual accounts for 2015-2016 year be adopted.

Carried

9. Appointment of Auditor for the Annual Accounts

The following resolution was passed and accepted.

Michael Stowers is appointed to **Audit** the accounts for 2016- 2017 year.

(9.1) The next audit being required in 2020 -2021 year.

Reviews again 2017-2018, 2018-2019, 2019-2020, the next audit is required 2020-2021.

Peter Sheppard moved and Tony Gollin seconded

Carried

10. General Business

Chris Kissling asked the question relating to Ying Xie having been co-opted onto the council should she also be listed on the directory?

This will be discussed at the Council meeting 13th October 2016

David Kriel asked if there was provision to write off the subs that CILT were unable to get in.

Grant Witherford, the CILT Accountant, explained how this was traditionally handled.

There being no further business the meeting closed at 5:35pm.

Confirmed by Glen-Marie Burns
President



Date: 20 July 2017