



## ***EXECUTIVE COMMITTEE MEETING***

**Skype Teleconference  
Friday 16<sup>th</sup> February 2018  
Minutes**

Teleconferenced opened at 7:08pm

In attendance Peter (Chair), Blake, Mike, Pauline.

1. Apologies : Russel, Tracy, Susi
  2. Minutes of last teleconference meeting sighted and read as being true and accurate of the meeting.  
Proposed Peter, Second Blake and all in favour. Yes
  3. Matters arising - None
  4. Secretary's position: Still Vacant. Peter J filling in.
  5. Correspondence:  
Notice from Talga re their Conference/AGM registration Friday 23<sup>rd</sup> March
  6. **Financial**
    - Term deposit came due and has been rolled over at 3.3%  
Some oil awards payments from the account require more details for what they are for. Peter to find details from the oil awards committee.
    - Bills paid to be approved
      - Nov: Lifestyle Block \$14.80
      - Dec: University of Auckland for Oil testing \$289.80
      - Fairfax NZ. Advertising. \$39.00
      - Lifestyle Block. \$14.80
      - Jan Fairfax NZ. Advertising. \$39.00
      - Lifestyle Block. \$14.80
      - Feb: Balcairn Hall – Oil awards hall hire booking. \$300.00
      - Transfer of \$276 to oil awards account being the Oil awards entry subsidy. Made up of \$576 (oil subsidy) less \$300 for Hall booking
      - MBIE – Companies Office for Incorporation re-instatement \$204.45
- Mike moved that the bills paid are accepted. Sec Peter, All in favour – Yes

Footnote:

Because of infrequent executive meetings to approve bill payments it has become the practice to pay the bills and approved them retrospectively. This is outside of normal practice so in order to satisfy a reviewer or audit of the account and to have some executive safety control Peter put forward the following motion.

*In order for the bills to be paid promptly due to infrequent executive meetings the Executive has approved single bill payments of under \$300 and in total not exceeding \$800 at the discretion of the Treasurer and Chairperson and are to be approved retrospectively at the first available meeting.*

Second – Blake, All in favour – Yes.

- <b>Accounts:</b> Term Deposit	\$18,131.63
Main	\$19,003.53
Conference.	\$1,656.99
Oil Awards	\$3,089.70

## 7. Reports from Members of Executive

### - **Membership**

#### **New members**

- Geoff Burns & N Barron – Christchurch
- Kate Paine – Cambridge
- Amanda Woodgate – Northland
- Chris & Gabi Dawson - Taupo

3 resignations. Apiti Lavender & Herb Farm - Fielding, Lavender Grove – Hastings, Limestone Valley Estate - Timaru

58 Paid-up member farms. (Not including partners)

Due to other commitment and been away a lot it has been difficult to keep up with new applications. Pauline offered to take over the membership roll which was gratefully accepted. The membership email account and documents has been transferred to Pauline.

### - **Library**

4 Lavender booklets sent to new members  
11 Lavender booklets sold to Colorado Lavender  
5 Lavender booklets sold to Charlotte.

- **Website:** For Feb 176 visits to website. Approx. ½ viewed more than one page. Presently unable to list new members profiles in either North or South Islands. EDY to fix.

### - **General Business**

- Renewal of Incorporated status. Had lapsed for the last 3 years. Now in the processes of been reinstated. Reinstatement cost is \$204.45  
Financial statements and rule changes are required to be deposited with MBIE to maintain incorporated status. This has been overlooked for the last 3 years.

### - **Conference 2018 Report**

- Proposed Agenda attached.
- Some speakers still to confirm availability.
- Requirements for sponsorship has change since the Auckland conference making it now much harder to get sponsorship from the likes of Pub Charity. Requirements are now more sporting and community focus. However Cate Bacon is exploring all options.
- Discussions followed on how best to address this so we can attract the best possible speakers and so impart excellent knowledge and inspiration on to our members. It is recognized that our bi-annual conference is a cornerstone of our society along and the best way to transfer valuable knowledge to our members.

- In recognition that times are changing and it is becoming more difficult to run and fund these conferences Peter moved the following motion. *“That the Executive assist the funding of the bi-annual conference up to \$3000.00 (\$1,500.00 per year)”*  
Second, Blake. All in favour, Yes

Meeting closed 8:20pm