



Celebrants' Association of New Zealand Inc.
Te Kāhui Ārahi Ritenga o Aotearoa



2019 AGM Papers

Saturday 25 May 2019 11.00am – 12.15pm
CANZ Conference, TSB Showplace, New Plymouth

Enriching Celebrants – Enriching New Zealand
www.celebrantsassociation.co.nz

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Dear Members,

Kia ora. Please read the following information for our Annual General Meeting, to be held during the 2019 Celebrants' Association NZ Conference – Raising the Bar 24th – 26th May 2019 at TSB Showplace, New Plymouth.

Your perusal of the material presented here will ensure you are well informed and can take an active part in shaping our ever-growing association even if you are unable to attend the AGM in person.

If you have any questions, please contact the CANZ National Office
support@celebrantsassociation.co.nz

If you are unable to attend the AGM in person, you may cast a proxy vote. The proxy form is available within this document, has been emailed to each member and is available on the website here: <https://www.celebrantsassociation.co.nz/canzagm19proxy-2/>

Nominations for the CANZ National Executive will be placed online this year. Please check the website to view this year's nominations (and their background information) which will be updated as they are received. Final date for receipt of nominations to the CANZ National Executive is 3rd May 2019.

The Branches are all in good heart as their reports in these papers show.

This bodes well as we tackle the challenges of the changing environment in which we work.

Dianne Troup
President

Agenda

Annual General Meeting of the Celebrants Association of New Zealand
25 May 2019, 11am, TSB Showplace, New Plymouth

1. Welcome
2. Confirmation of quorum
3. Apologies
4. Proxies
5. Confirmation of previous AGM minutes
6. Matters arising from minutes (if any)
7. National Executive annual report
8. New Constitution
9. Financial statement and reviewers report 2019
10. Appointment of scrutineers (if required)
11. Election of National Executive Members
12. Presentation of awards
13. Branch Reports and any matters referred by branches
14. General Business

Meeting Procedures

Our AGM allows the National Executive to summarise its activities over the previous year and its plans for the future, as well as permitting our members to ask questions or raise other issues. In so far as possible, we endeavour to do this within the allotted time, and in a collegial and collaborative environment.

We do not anticipate any highly controversial matters arising, but if our discussions should become protracted, the following rules are designed to keep us on track:

1. Any proposed amendment to a motion must be made in writing and handed to the chair, before it can be considered. The chair shall not accept any proposed amendment which is frivolous, or which seeks to frustrate or negate the original motion.
2. Any person proposing a motion may speak for up to four minutes to explain it and speak in support. Members responding to the proposed motion may speak for up to two minutes and shall be recognised in the order of those for the motion and those against. The mover of the motion will then have a right of reply of up to two minutes to respond. Apart from this right of reply, each speaker may speak only once to each motion. A warning bell will be sounded when a speaker has 15 seconds left to speak.
3. Procedural motions may be accepted at the discretion of the chair.

Minutes of the 2018 AGM held in Auckland, 27 May 2018

Minutes of the Annual General Meeting of the Celebrants Association of New Zealand Incorporated, held in the Kiwi Ball Room, Jet Park Conference and Hotel, Auckland on Sunday 27th May 2018, commencing at 10.30am.

Present

National Executive Members:

President: Dianne Troup
Immediate Past President: Carol Gunn
National Executive Member – Paula McGill
National Executive Member – Jann Hook
National Executive Member – Dianne Troup
Management Support & Minute Taker – Sharron Harris

Members

Alan Hawksworth, Allister Kelley, Andrea Brady, Aurora Ward, Barbara Johnson, Belinda de Lautour, Caroline Britton, Danielle Smith, David Parker, Gordon Barnaby, Jenny Moyle, Josie Scott, Karen Cramer, Karin De La Rey, Kim Barnett, Krissy Christensen, Larry Summerville, Lianne Fraser, Megan Means, Paula McGill, Rachael Collins, Rachel Clarke, Rosemary Duncan, Sarah Trotman, Sharron Harris, Sheryl Mungall, Sheryl Alexander, Sheryll Baynes, Sydney Walker, Teresa Walker, Beverley McLean, Bill Harman, Christine Fromont, Diana Darby, Elizabeth Bennett, Jan McCallum, Janice Kingston, Jennifer Frieling, Jenny Judd, Jude Battson, Kimberley Thompson, Leanne Cummins, Lynne Greer, Marina Arps, Mikayla Zandstra, Nola Dare, Patricia Cosford, Pat Felton, Pauline Moffat, Remela Ranchhod-Patel, Robyn Richards, Sarah Valentine, Suzanne Panter, Suzanne Wilson, Suzie Hoare, Vicki Woodley, Andrea Stratton, Anita Wan, Carol Buckley, Darcie Price, Dawn Parkinson, Dianne Wood, Edie Pont, Emma Love, Erin Shields, Eva Hooper, Fiona Parkinson, Geoff Abbott, Jo Martin, Kathrine Fraser, Kay Ryan, Keri Edley, Maree Grbin, Marilyn Jeffery, Maureen Reynolds, Moria McCullough, Natalie Barrett, Nicole Bolton, Pam Vette, Raewyn Calvert, Sam Bennett, Sandra Chatterton, Sarah Gnad, Sussane Rossiter, Winnie Duggan, Ana Connor, Angela Calver, Anne Purnell, Annette Farquhar, Barbara Frew, Charles Grinter, Christine Grant, Darran Watson-Vaughan, Gill Jones, Helen Rutledge, Helen Dewsnap, Jane Godfrey, Jen Southan, Jeneane Hobby, Jenni Bancroft, Jennifer McIntyre, Jill Murphy, Jude McNab, Julie Anderson-Johns, Katie Berry, Katrina McConnell, Kelly Townsend, Kerry-Ann Stanton, Lynne Alberino, Maryan Kennedy, Melanie Stuart, Murray Weir, Nicki Youngson, Pale Sauni, Pauline Barrell, Pene Allan-McKay, Phillipa Cook, Robyn Taylor, Sal Cleary, Sally Cattle, Samantha Johnston, Sharon Hunter, Susan Halliwell, Susan Rosewarne, Suvina Ravindra, Tracey Maclaren, Trudy McAuslin

Call to Order and Opening Comments

Dianne Troup, President called the meeting to order at 10.30am and reminded the members that the AGM Booklet could be found on the member dashboard on the CANZ website but would also be available on the screen.

Recognition of National Executive Members, paid contractors, branch chairs and committees and others

I wish to begin by acknowledging and thanking the National Executive for their commitment to their roles:

Carol Gunn	<i>Immediate Past President – support to President</i>
Marg Palmer	<i>Financial Management & Membership (currently overseas)</i>
Jann Hook	<i>National Education and Events</i>
Paula McGill	<i>Professional Pathways Development Framework Strategies</i>
Tau Huirama	<i>Operational & Strategic Management</i>
Pat Cosford	<i>Communication & Marketing</i>

Tau Huirama and Pat Cosford resigned from the executive in February and April respectively, but I acknowledge and thank them for their input.

This year Carol Gunn will be finishing her 6-year tenure on the executive and I cannot emphasise, nor thank her enough for, her enormous contribution to CANZ and for the assistance and support she has afforded me in my first year as President.

I also wish to thank our administration team: Sharron Harris in her Management Support Role, Karin de la Rey for her editorship of Pānui and Larry and Susan Timberlake for their design support to that publication, Sherryl Wilson for researching the soon to be released history of CANZ and Rose Haskell and Tania Johnson-Scott for their vigilant management of CANZ Chat.

I also thank Claire Garner and Justine Parsons and their team from YourVA. We invited Claire to be here, but she has had to travel to England where her Mum is very ill. We are sending the quiet might of our collective thoughts and compassion with her.

And most importantly I thank the Branch Chairs and their committees. The branches are the heart of CANZ and the robustness of each is testament to the work and efforts of these volunteers.

As at 27th May 18 we have 844 members an increase on 815 last year.

Branch	2018	2017
Auckland	257	260
Bay of Plenty	57	46
Canterbury	129	120
Members at Large	74	59
Southern Branch	90	87
Taranaki	29	32
Top of the South	52	54
Waikato	50	55
Wellington	106	102

As often happens at subscription renewal time we did get some resignations, 47 in fact but most were due to the celebrant retiring or moving away. We did receive a few resignations from people who felt they had not received any benefit from their CANZ membership, and I took their comments to the Executive meeting yesterday for discussion.

It highlights that people need to tap into the many methods of communication we use to reach the membership i.e. Executive Voice, Mailchimps, Pānui, CANZ Chat.

We have taken these concerns on board and are continually looking for ways to ensure member uptake of information and to encourage celebrants to take advantage of the many opportunities offered by the branches for networking, information and professional development.

Timing

To assist keeping to strict time for AGM today, Paula McGill is going to give time signals. The speaking times are as shown on Page 5 of your AGM Booklet.

Movers of motions have up to 4 minutes and other speakers have up to 2 minutes. The mover then has the right of reply of up to 2 minutes to respond. Each speaker may speak only once to each motion.

Paula will

- hold up a green card after 2 minutes for movers and 1 minute for other speakers
- hold up an orange card when a speaker has 30 seconds remaining
- hold up a red card when a speaker should have finished

If you are speaking to a motion, moving or seconding it, please state your full name clearly for the minutes.

Confirmation of Quorum

The quorum for an Annual General Meeting is 20 Members present in person or by proxy. I confirm that a quorum is present and formally declare the meeting open.

We are not the only ones for whom this year has brought changes and challenges. BDM rolled out the new online process in September and then further in November 2017. Processes like this don't just happen; they are many pronged and take months and months of careful organising and planning. I would like to congratulate BDM for achieving such a smooth roll out, for their continued customer-based focus and for their commitment to further improvements and innovations.

Throughout 2017 we were in discussion with FDANZ and drew up a Memorandum of Understanding re a possible sharing of a CEO and administrative body. This was held over whilst FDANZ contracted a new CEO, David Moger and the NE will be meeting with David in early July to discuss the feasibility of this option. This should not be construed as a merger with, or a takeover by FDANZ. Both would continue as completely separate entities but would share resources and make the most of the synergies between the two organisations.

And last but not the least in May next year we will all be getting together in Taranaki for what is already shaping up to be a superb conference. Planning is well underway, and it will be an opportunity not only for professional development, some fun catching up and networking but also a chance for a very beautiful part of Aotearoa to be showcased. If any of you have suggestions for workshops or presenters, then please approach a member of the Conference committee or the Exec with your ideas.

The refinements and vicissitudes that CANZ constantly faces are a sign of a healthy organisation and we will continue to employ innovative responses to meet these. May I congratulate every one of you for taking the time to be here today to support the organisation that Enriches Celebrants Enriching NZ.

Does anyone wish to ask questions or speak to this motion? No discussion ensued.

That the report of the Annual Report of the National Executive be received."

Dianne Troup/Kathrine Fraser

Carried

2017 Financial Statement and Reviewer's Report

The 2017 Financial Statement and Reviewers Report are on pp 18 to 37. There are two motions. The first is to receive the Statement and Reviewers Report. An opportunity for question and debate comes in the second motion.

There was a delay in preparing and presenting our financial accounts this year due to a change in accounting practices which requires far more disclosure than past years and I quote our reviewer Kulesh De Silva.

"2017 has been a transition year for CANZ in terms of presenting financial information to its members and no doubt it has been a mammoth task to transform the previous format to the new one to conform to the current accounting practice. The first year is always difficult and from my stand point we still have to get it right no matter what the level of effort is..... the Association has come a long way with the present report ... the future years will be much easier to deal with".

It has been a lot of work particularly for Marg our lead financial person, but we are pleased to know that our full accounts have had a very detailed, independent review. Both the accountant and the reviewer were quick to reassure us that the association's financials are both sound and transparent and will become even more robust with the application of, and in conjunction with, the new accounting requirements.

I realise that in view of the changes to the way accounts are prepared and presented there may be some queries. I like to answer questions with facts so in Marg's absence I have asked Sharron Harris to record all questions and I will take them to the accountant or the reviewer for clarification. I will leave a sheet of paper here where you can record your name and email address and I will get back to you by Friday this week.

That the 2017 Financial Statement and Reviewers Report be received

Dianne Troup/ Jenny Bancroft

Carried

Recommendations from National Executive

The National Executive has one recommendation to put to the meeting outlined pp 22-23 of the AGM Booklet.

Motion 1 – Reviewer for the Association

That Kulesh de Silva be reappointed as Reviewer for the Association

Carol Gunn/Helen Rutledge

Carried

Motion 2 – Legal Advisor

That Barrister Derek Firth be re-appointed as Honorary Legal Advisor for the Association

Jann Hook/Syd Walker Carried

Scrutineers: Not appointed unless needed

Election of the National Executive

The following members have been nominated to serve on the National Executive

Nominee	Nominated by	Seconded by
Jann Hook	Carol Gunn	Marg Palmer
Marg Palmer	Carol Gunn	Jenni Bancroft
Paula McGill	Sharron Harris	Jenny Moyle
Lianne Fraser	Sharron Harris	Belinda De Lautour

Dianne Troup advised she would continue in her role as President as the President role carried a two-year term.

Jann Hook and Paula McGill and (returning members) introduced themselves and provided a brief overview of their reasons for re-standing for National Executive and what they are going to offer in the coming term.

As **Marg Palmer** (returning member) was away overseas **Carol Gunn** read out her statement outlining the skills she brings to the Executive, especially in light of moving forward with a new structure.

New Nominee **Lianne Fraser** introduced herself and provided an overview of why she desired election to the National Executive and experience she would bring to CANZ National Executive.

Dianne Troup thanked each nominee for agreeing to stand on the Executive.

The number of members on the National Executive is not specified in the Constitution. As the association has grown in recent years so too has the tremendous workload of the NE. I recommend that all the nominees be appointed to the National Executive. The NE retains the right to co-opt further team members if needed.

Are there any speakers to this recommendation? None

Moved that these members Jann Hook, Marg Palmer, Paula McGill, and Lianne Fraser be elected to the National Executive and that I Dianne Troup continue in my two-year tenure as President

Dianne Troup/Sam Bennett Carried by acclamation

Presentation of Awards

This year we received three nominations for Honorary Life Membership, and all were deemed more than worthy of this honour and I will announce the Life Membership 2018 recipients now

Nominee	Nominator	Secunder
Helen Rutledge	Karlynn Earp	Sharron Harris
Kathrine Fraser	Sheryl Mungall	Emma Love
Carol Gunn	Pat Street	Danielle Bartlett

I call on Helen Rutledge to come up and receive the acknowledgement of her peers.

Helen was nominated by Karlynn Earp seconded by Sharron Harris

As Karlynn is currently walking the Camino I will ask Sharron Harris to read the nominators comments now.

Support Statement for Helen Rutledge as written by Karlynn Earp

I have had the pleasure of assisting alongside Helen in numerous roles over the past 15 years. Her commitment of expertise and experience to CANZ is, has been, and continues to be second to none. Everything she has put her hand, skill, and heart to over the years has always been done with incredibly professional aptitude integral to the values of CANZ.

Helen joined CANZ immediately after completing her Celebrant Training in 2004. Since then she has been an active member, serving variously on the Auckland Branch Committee; Auckland Branch Conference and several Education Forum Committees, where nothing was ever too hard, and she had the ability to just get on with things. She was elected to the National Executive in 2011. Helen took responsibility for Member and Branch Support, Finance, Management of Contract Staff and held the role of Vice-President in 2015. She did not seek re-election in 2017 as she went on an exciting sailing adventure with her husband Ben. Helen thrived on and

added to the positive energy that the committed and talented CANZ Executive team brings together as it creates benefits for our members and promotes the role of celebrancy in New Zealand.

Helen has a busy and diverse celebrancy practice based in Beachlands, where she also volunteered for many years as a Kea Scout Leader. Helen is an outstanding celebrant on every level, and generously shares her knowledge and experience with others.

Growing CANZ into a recognised professional organisation was always at the forefront of everything Helen undertook. Helen had the ability to see the big picture but also give attention to detail and was of great assistance when the Executive updated many of its systems. Helen is helpful, knowledgeable and practical – her attention to detail and remembering what had happened previously was most useful to the executive team.

Helen is motivational, fun to work with, and has many other skills she has willingly shared on the Executive, with Branches she worked with and with individual members. Life time membership would be one way of reflecting the enormous contribution Helen has made for individual celebrants and celebrancy in NZ as well as CANZ.

Karlynne Earp May 2018

Present: Flowers, pen and certificate presented

I call on Kathrine Fraser to come up and receive the acknowledgement of your peers.

Kathrine was nominated by Sheryl Mungall seconded by Emma Love and I ask Sheryl to read the nominators statement now.

Support Statement for Kathrine Fraser as written by Sheryl Mungall JP, Foundation Member, and CANZ Life Member 2016

Kathrine has been a member of CANZ since 2001 and has made a significant contribution to the development and growth of CANZ.

Kathrine has held office on the Auckland Branch Committee, Auckland conference Committee, and the National Executive. She was elected as President in 2011 and led CANZ on a path of regeneration helping it strengthen and unify celebrants. She has also contributed as a presenter at numerous branch and National Education events. She has shown her interest and support for the development of the organisation and has always given wise counsel in a balanced way as issues have arisen. She has brought and employed her creative talents to social evenings and generously offered her home for National Executive meetings.

Kathrine has played a significant part in educating the wider community about the value of ceremony and the importance of engaging a professional celebrant who is trained in their craft. Through The Celebrant School, of which she is director, she continues to encourage her celebrant students to aim for high standards of practice and expertise. Kathrine is a strong advocate for ongoing professional development and actively encourages students to join CANZ.

Kathrine is a warm and engaging person who has a sense of fun and willingly offers her celebrant experience and knowledge to anyone who seeks her help. CANZ would not be the organisation it is today without her input.

I believe Kathrine Fraser is worthy and deserving of Honorary Life Membership of CANZ and I am delighted and have no hesitation in nominating her for this honour.

Sheryl Mungall May 2018

Present: Flowers, pen and certificate presented

I call on Carol Gunn to come up and receive the acknowledgement of your peers.

Carol was nominated by Pat Street seconded by Danielle Bartlett

In Pats absence I will ask Jann Hook to read the nominators comments now

Support Statement for Carol Gunn as written by Pat Street

Carol has been a celebrant based in Ashburton since 2001, a member of CANZ since 2008 and on the CANZ Executive since 2011. She has completed a two-year term as President and completes a one-year term as immediate Past President in May 2018. In her term as past President she continued to support all CANZ members to deliver high quality services, to promote celebrancy and influence the place of ceremony and ritual in NZ

Carol was instrumental in re-establishing the Canterbury Branch of CANZ and attended all branch meetings. She provided strong professional leadership and guidance during the formation and implementation stages of the branch. Carol continues to be an active participant in branch meetings and is a mentor to the committee members.

In her term as president Carol improved the processes in the CANZ Executive roles. She has helped to develop improved systems for membership of CANZ; training of celebrants and through opportunities for professional development and the VCANZ scheme. She was also team lead in the development and implementation of the new CANZ website.

Carol's vision, commitment and dedication to CANZ has ensured an increased visibility in the sector and community, of a strong professional body which members are proud to belong to, along with sustainable practices to lead us confidently into the future. Carol's advocacy for celebrants and celebrancy has been nationally recognised through positive working relationships with other professional bodies including but not limited to BDM and FDANZ.

It is our pleasure to nominate Carol Gunn for CANZ Honorary Life Membership.

Pat Street May 2108

Present: Flowers, pen and certificate presented

Matters referred by Branches

No matters were referred by CANZ Branches.

Reports from Branches

The reports for each Branch are included in the AGM papers pp 38 to 48

I can't stress enough how important the work of the branches is in bringing fellowship and professional development opportunities to our members. I thank each of you on the branch committees for your efforts and successes.

I move the receipt of the Branch Reports

Dianne Troup/Charles Grinter Carried

General Business

Are there any items of general business?

Anne Purnell raised a question about the size of the Quorum: As a young organisation it was set at 20 members but now have 844 it is likely 2% membership.

It was confirmed that the incoming executive would review the number required for a quorum and this would be set at more than two percent of members.

Closing

I hereby declare the Annual General Meeting 2018 closed at 11.30am

Gavel

Annual Report of the National Executive 2018 - 2019

Introduction

CANZ continues to grow both in numbers and the perception of the stakeholders and the public. It has been another busy year for the National Executive (NE) ensuring this growth is well managed while always bearing in mind the objectives of CANZ –

“Supporting celebrants to deliver high quality services and to promote celebrancy and influence the place of ceremony and ritual in NZ.”

The National Executive works on a voluntary basis and this year has consisted of the following:

Dianne Troup – President. Organisational figurehead, liaison with membership and external stakeholders, principal overview of all management areas

Marg Palmer – Financial Management and Membership

Jann Hook - Membership, Branch Development Framework and Strategies, National Education and other events

Paula McGill – Professional Pathways Development (VCANZ) Frame work and Strategies

Lianne Fraser– Communications and Marketing

Joint – Organisational Operation Management

The big change this year was the signing in September of a service agreement with Funeral Directors Association NZ (FDANZ) which secured for CANZ the appointment of an Executive Officer, David Moger. David comes with an administration team of two all of whom are based currently in Wellington. We also continue to be supported by Claire Garner from YourVA. There has been considerable redistribution of responsibilities which has seen the national office take on more of the organisational roles and the National Executive are moving into more of a strategic role.

David has made a real effort to move around the country and meet with the branches and he has undertaken, along with the National Executive, to continue to attend branch events as often as possible. If branches could ensure they keep the event calendar on the website up to date that would be a real help in planning this contact.

Previously the NE have had monthly meetings via zoom or skype then four times a year face-to-face. The face-to-face meetings are usually held in Wellington which has proven to be the most cost-effective option. This meeting structure may change as the roles of the executive change into a more strategic and less operational role.

Member Support

Our membership is growing well and as at 31 March 2019 stood at 919. BDM continue to offer strong support to CANZ by encouraging new applicants to join our professional organisation. It continues to be part of our Strategic Plan to increase membership to 40% of independent celebrants (measured by gazetted marriage celebrant numbers).

Payment of the main bulk of annual subscriptions occurs in March and sadly we met a glitch again this year for which Webco has unreservedly apologised and so do we. Website failures are always a risk, but we have made it clear to Webco that the level of risk must be managed better. As new members join their subscription renewal date will be the anniversary of their joining.

Communication

CANZ Website

The website contains a wealth of practical resources, information and templates. We are constantly uploading new information and details, so go on regularly and have a look around. If you encounter any problems at all just get in touch with the CANZ National Office support@celebrantsassociation.co.nz . We continue to urge members to ensure they have an up-to-date photo on their profile page.

Pānui

Karin de la Rey continues to excel in her role as editor of this informative and attractive publication. Pānui arrives in your inbox four times a year and the scope of information on a range of issues is valuable in the ever-changing environment we work in. Karin is in regular contact with both BDM and FDANZ which ensures we are up to date with any legal or collegial aspects of our role. Karin works collaboratively and creatively and part of the NE moving into a more strategic role is that we will have time freed up to ensure implementation of some of Karin's carefully considered and interesting suggestions. Karin is a joy to work with and we admire and thank her for her innovative approach.

Executive Voice

Executive Voice is an informal and efficient method by which we keep the membership informed of current issues and also matters of importance or urgency. With the new structure may come a different meeting regime but our communication with the membership is of primary importance and we will continue to issue Executive Voice on a regular basis.

CANZ Chat

I will admit that CANZ Chat is both a blessing and a curse. It is a wonderful vehicle whereby the membership can communicate, share and network. Please remember that although it is a closed member site, no site is completely secure, so we urge members to please be circumspect and respectful when they use it.

Professional Pathways

VCANZ

The VCANZ program was launched in November 2018 and we currently have 81 members VCANZ'ed. For a variety of very sound reasons it will not suit everyone to achieve VCANZ and we understand this, but those who do have a way to prove that they commit to regular ongoing professional development in all aspects of celebrant work and that they meet a set of stringent competencies. The funeral industry is in a unique position where they more or less control the quality of what funeral celebrants provide... if you don't do a good job, they will not call you again but for marriages we have no such arbiter. We continue to agitate for a strict criterion of appointment as a marriage celebrant i.e. proof of experience in a role that lends itself to at least some of the skills required to be a celebrant but until it is written into legislation there is little that can be done. However, with VCANZ we have begun a process of self-regulating our industry. We believe VCANZ and also the requirement for all celebrants to sit a test upon joining and then annually to show they abide by and understand the robust Code of Ethics and Standards of Practice that defines CANZ is a strong statement.

I will take this opportunity to thank the VCANZ validators for the wonderful work they have voluntarily taken on. The importance of their role to the whole VCANZ process cannot be understated and I thank them unreservedly.

Celebrant Training Providers

We continue in our endorsement of the celebrant specific training as provided by The Celebrant School and the Celebrant Training College and highly recommend their programs to new and more experienced celebrant alike. We have already entered discussions with the principals of both establishments and will continue to collaborate and encourage them in providing a variety of learning opportunities and formats.

National Education Events

CANZ is not a training body but we are committed to ensuring opportunities for professional development through local branch meetings, workshops and conferences. The decision was made this year to drop the biennial National Education event and instead hold a full two-day conference annually. The National Office now consists of an Event Manager in the form of Linda Hartstonge and she will work with members of the executive, (Jann Hook and Marg Palmer), and the conference committee drawn from the host branch. Please be reassured that there will always be branch input into every conference, the branches will not be side-lined. Instead they will be ably assisted in setting budgets, accessing presenters, deciding venues, managing registrations and all the other components that make for a successful event.

I extend a sincere thank you to the Taranaki Branch Conference committee members, as well as Jann Hook, Marg Palmer and Linda Hartstonge for their not inconsiderable efforts with this year's conference.

Planning has already begun on conference 2020 which will be held in Wellington in 23 – 24 May and energy and enthusiasm is high.

Branch Support

The heart and lifeline of CANZ are the Branches and I thank each of the Branch Chairs, Secretaries, Treasurers and their respective committees for the way they creatively and tirelessly support their local celebrants by creating and crafting a variety of educational, networking and sharing platforms. We continue to encourage the "Adopt a Branch" scheme that enables celebrants in outlying regions to align themselves to a branch of their choice and benefit through opportunities to share information and enjoy the support of a network of like-minded people. We encourage "adoptees" to consider Skyping in to branch meetings or getting a small group together to travel to one or two meetings. I also urge the branches to consider whether they can accommodate these outlying areas by moving, or repeating, some of the meetings to various venues. Alternatively, groups of outlying celebrants may choose to get together in their area and a branch representative could travel to them or send a report on a recent workshop etc. A bit of lateral thinking might highlight some ways to enable more interaction and enrichment for all members.

Branch Leadership training has proven invaluable to branch personnel and will be offered again this year in June, in Wellington. We urge all branches to reference the guide to CANZ Branch Management regularly for information and advice and as always, your branch Executive Liaison person is only a phone call away.

External Stakeholder Liaison

BDM

BDM has had another big year with the implementation of further aspects of the Modernising Marriages scheme. Jeff Montgomery, General Manager and Registrar General; Services and Access, responds immediately to any of my queries and his team is always available to assist and advise. Their magazine Ngatahi and their website are full of relevant information so visit it regularly.

The newest implementations include changes to the application for marriage forms to incorporate registry style weddings which are officiated by CANZ members (who have attained VCANZ) in the regions. VCANZ members are now also identified on the BDM website and members who have had formal celebrant specific training may add the details of their qualifications there through a self-administered portal. BDM continue to include CANZ in all their decision-making processes and they value our celebrant/consumer focussed input as much as we value their interest and support. Never hesitate to approach BDM if you have a query or concern that isn't answered on either their website or ours.

FDANZ

The relationship between CANZ and FDANZ continues to develop as we explore and exploit the natural synergies between the two organisations. The hugely successful FDANZ "Take the Time to Talk" campaign this year allowed celebrants the opportunity to be involved in encouraging people to talk and think about the often

“hidden” aspect of life i.e. the important role a meaningful funeral plays in supporting grieving families and friends.

CANZ continues to provide articles for each issue of FuneralCare – a key communication tool with members of FDANZ.

Strategic Development

The National Executive is looking forward to working under the new structure which will allow time and energy to be spent employing a more creative approach to the strategic development of CANZ. The first step has been to scrutinize the current CANZ Constitution. It was noted that in its current form it wasn't meeting some of the necessary requirements, so a proposed new CANZ Constitution has been drafted and included in this document for your perusal. It will come up for discussion and a motion will be put at the AGM to accept this version or a version with agreed amendments as our CANZ Constitution.

Health and Safety

The Health and Safety Guidelines sit in the Documents section of the website and it is recommended that you familiarise yourself with this at least annually.

Complaints

For the second year running we have received no complaints about CANZ celebrants which is further proof of the calibre and commitment of our membership. Well done everyone.

Thank You

We must never underestimate the importance of ceremony and ritual in our society and its power to cross all boundaries. The recent atrocities in Christchurch saw us join as an entire nation in our disbelief and struggle to understand just what had happened and how it changed something deep within all of us. The ritual and ceremony inherent in all the public gatherings and outpourings were an integral and instinctive response that aided us in our efforts to process our shock and grief.

Shared grieving is as powerful as shared joy, and it is ceremony that gives us a vehicle to express these strong emotions safely. I applaud and thank you all as celebrants who shoulder this responsibility so ably.

An enormous thank you to David Moger our Executive Officer and his team of Rebecca and Linda. They have brought a fresh perspective to the table and I especially thank David for the effort he has made to travel around the country to meet with the Branches to get their input and listen to their ideas. Claire Garner (Virtual Assistant) and her boss, Justine Parsons continue with their value-added support and their prompt response to any and all of our issues is hugely appreciated.

And lastly a sincere thank you to the Executive team. I continue to learn so much from each of them and their commitment to their roles is as inspiring as their organisational knowledge.

CANZ faces challenges; every organisation does but none are insurmountable, and the entire organisation is in good heart and good hands... Yours. CANZ is your organisation so don't hesitate to be involved at any level you wish for in doing so you will experience and witness a wide variety of benefits to yourself and those around you. I am looking forward to the challenges the next year will bring as we make the effort together “Raising the Bar” and finding pathways to peak performance.





Celebrants Association of New Zealand Incorporated

Rules

May 2019

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1. Name

1.1 The name of the Association is “Celebrants Association of New Zealand Incorporated”.

2. Objects and Purposes

2.1 The Association is required to operate within the scope of its objects and purposes. In giving effect to these objects and purposes, the Association shall encourage policies and practices that reflect New Zealand’s cultural diversity and shall, in particular, have due regard to the provisions, spirit and intent of the Treaty of Waitangi.

2.2 The objects and purposes of the Association are:

- a. To foster celebrancy and to support celebrants in carrying out their duties competently, professionally and ethically.
- b. To maintain high standards among celebrants including ethical standards and standards of cultural respect and sensitivity.
- c. To encourage co-operation and the exchange of experiences and ideas among Members.
- d. To provide advice and information to support Members in the effective performance of their duties.
- e. To facilitate educational opportunities and to encourage the continuing professional development of Members.
- f. To promote public awareness of the roles and functions of celebrants.
- g. To act as an advocate for celebrants with Government and other organisations and agencies.
- h. To do all such other lawful things that are necessary or helpful to the achievement of the above objects and purposes.
- i. Pecuniary gain is not an object or purpose of the Association.

3. Powers

3.1 In addition to all other powers vested in the Association by these rules or by law, the Association shall have and may exercise (either alone or with any other organisation, body, person or persons) the following powers:

- a. By all lawful means, to trade, make profits and/or losses, collect funds and raise money.
- b. To construct, maintain, improve, alter, enlarge, pull down, demolish, remove, replace, manage, acquire, hold, gift, sell, bail, exchange, license, lease, mortgage and otherwise encumber, exhaust, use and/or exploit any and all forms or real or intangible property.
- c. To establish, undertake and execute any trusts.
- d. To lend, borrow, gift, invest or otherwise deal with any form of money, security or asset.
- e. To write down or write off any debt to the extent it may be considered irrecoverable.
- f. To communicate, discuss and represent to any government, regulatory authority, organisation, individual or other body information, matters of concern or interest to members generally.
- g. To join with in any capacity such other organisation, body or persons and to incorporate companies, to enter partnerships and joint ventures if to do so is consistent with the Association’s objects and purposes.
- h. To delegate.
- i. To the extent permitted by law, to indemnify including to obtain insurance cover for its officers and others.
- j. To establish, maintain, control, manage and dissolve Branches of the Association and to determine and modify the rules, rights, privileges, obligations and duties of any such Branch.

- k. Without limiting the foregoing, to do such things, incur such costs and complete such documents as may in the opinion of the National Executive be conducive to the performance of the Association's objects and purposes.

3.2 None of the powers of the Association shall be deemed subsidiary or ancillary to any other power or authority and the Association shall be entitled to exercise all or any of the powers independently of any other or other of them. In the event of any ambiguity, this provision shall be construed so as to widen and not restrict the powers of the Association.

3.3 The National Executive may exercise all the powers of the Association except those powers that these Rules or the Incorporated Societies Act require to be exercised by general meetings of the Members.

3.4 The National Executive may delegate to a member of the National Executive, a subcommittee or staff, any of its powers and functions other than—

- a. This power of delegation or,
- b. A duty imposed on the National Executive by the Incorporated Societies Act or any other law.

3.5 The delegation must be in writing and may be subject to the conditions and limitations the National Executive considers appropriate. The National Executive may, in writing, revoke a delegation wholly or in part.

4. The Control and Investment of the Association's Funds

4.1 The Association must keep true and fair accounts.

4.2 The National Executive is responsible for keeping proper accounting records of the Association's financial transactions to allow the Association's financial position to be readily ascertained.

4.3 Annual financial statements for presentation at each Annual General Meeting will be prepared in accordance with the Association's accounting policies.

4.4 The income and property of the Association shall be applied solely towards the promotion of the objects and purposes of the Association.

4.5 The National Executive may use the funds of the Association as it considers necessary, expedient or proper in payment of the costs and expenses in furthering or carrying out the objects and purposes of the Association including the employment of solicitors, auditors, officers, agents, consultants and employees or others authorised to perform the functions delegated by the National Executive.

4.6 The Association may invest and deal with funds of the Association not immediately required in such a manner as decided by the National Executive.

5. Prohibition of Pecuniary Gain

5.1 While the Association may trade and make profits, in no event will the Association operate for the pecuniary gain of any of its members. In no event will any member:

- a. Have an exclusive or otherwise disposable right to any property held by the Association.
- b. Be entitled to share in the revenue generated by any of the Association's activities irrespective of the contribution to the generation of that revenue by the member.
- c. Be entitled to receive any gain, dividend, distribution, a share of any profits or any other financial benefit howsoever generated by the Association.

5.2 It shall not contravene the prohibition on pecuniary gain if a member receives:

- a. Remuneration for services provided to the Association in the ordinary course of that member's employment or retention by the Association.

- b. Payment for services provided to the Association by a member in the ordinary course of their occupation or the occupation of a business in which the member is retained.
- c. Reimbursement of costs incurred by that member in performing service on behalf of the Association.
- d. Pecuniary gain to which the member would be equally entitled if not a member of the Association, having entered into a transaction with the Association on arm's length term.
- e. Prizes other than financial prizes in competitions run by the Association for members
- f. Pecuniary gain permitted by law and accepted by the National Executive in its sole discretion as appropriate.

6. Membership

6.1 The membership of the Association shall consist of various categories as determined by the National Executive from time to time. The National Executive will set the eligibility criteria for each category of membership.

6.2 The National Executive will from time to time set the Association's membership fees for each membership category.

6.3 Any person who satisfies the criteria for one of the membership categories determined by the National Executive is eligible for membership and may become a member if they:

- a. Complete the relevant application form, supply all requisite details and information and make any declarations, or gives any undertakings, that may be required by the National Executive from time to time (including, but not limited to, undertakings as to compliance with the Rules and any Code of Conduct or Code of Ethics) and,
- b. Pay the appropriate membership fee.

6.4 The Association shall keep an electronic register of members, containing full name and address of the Member and any other information as required by the National Executive from time to time.

6.5 No information may be provided to a third party without the approval of the member.

1. The membership of a member ceases on resignation or expulsion.
2. A member is taken to have resigned if:
 - a. The member's written resignation is received by the Association or,
 - b. The member's annual subscription is more than 1 month in arrears or,
 - c. Where no annual subscription is payable a written request to the member to confirm that they wish to remain a member has not been responded to within 1 month after the request has been sent.
3. A member may be expelled from the Association if the member:
 - a. Does not provide the requisite details, information, declarations or undertakings set out in the application form or,
 - b. No longer fulfils the eligibility criteria for a category of membership.

7. Election of Officers

7.1 The National Executive may consist of up to seven persons who, being members of the Association, shall be elected as National Executive members by the members of the Association in accordance with these Rules as follows:

- a. Notifications calling for nominations to vacant National Executive positions are to be sent to all members at least forty-two days prior to the Annual General Meeting.

- b. All nominations must be in the hands of the Secretariat thirty-five days prior to the Annual General Meeting
- c. A proposer and seconder must sign the nominations. The nominee must also agree in writing to accept nomination. Proposer, seconder and nominee must all be members of the Association.
- d. Any nominee must be a member of the Association who has been a member of the Association for at least two consecutive years.
- e. The term of appointment will be 3 years, with the term taking effect from the day after the Annual General Meeting.
- f. In the event the nominations received do not exceed the number of vacancies, the Executive Officer may declare the nominees duly elected without the need for a ballot of any kind.
- g. Voting forms, whether paper or electronic, shall be forwarded to all members no later than thirty days prior to the Annual General Meeting.
- h. Voting must be concluded at least fifteen days before the Annual General Meeting.
- i. The National Executive who have been duly elected will be announced via e-mail or other communication means to the membership as a whole, ten days before the Annual General Meeting.
- j. The National Executive may appoint scrutineers to determine the result of the election.
- k. In the event of a tied vote, the National Executive will decide a method for determining how to select between the nominees.

7.2 The National Executive may co-opt from time to time additional National Executive members with or without full voting rights. Their term of office shall expire at the next Annual General Meeting following their appointment unless the National Executive earlier rescinds their appointment. A person may be co-opted because they bring particular aptitude to the National Executive and such person(s) may or may not be a current Member.

7.3 A meeting of the newly-elected National Executive shall be convened upon the declaration of the result of the National Executive election, to appoint a National Executive member as President of the Association. The appointment of a National Executive member to be President shall be by consensus or a simple majority vote of the National Executive. The National Executive member proposed as President may participate in any such vote.

7.4 Such meeting may be held in person, or by conference telephone call, video-conferencing, email or such other technology as the National Executive may determine is appropriate.

7.5 The position of President will be announced at the Annual General Meeting.

7.6 Should a position become vacant through death, resignation or for any other reason the National Executive may appoint a suitable replacement from the membership to act in that office until the next regular election of that National Executive member would occur.

7.7 A National Executive member may resign from the National Executive by written notice.

7.8 A person ceases to be a National Executive member if he or she fails to attend 3 consecutive National Executive meetings without a leave of absence from the Chair or ceases to practice as a celebrant or is no longer a member of the Association.

7.9 A National Executive member may be removed from office by the President by reason of:

- a. Inability to perform the requirements of the position,
- b. Neglect of duty,
- c. Misconduct,
- d. Bankruptcy.

8. Duties of the National Executive

8.1 As soon as practicable after being elected or appointed to the National Executive, each member must become familiar with these Rules and the Incorporated Societies Act.

8.2 The National Executive is collectively responsible for ensuring that the Association complies with the Incorporated Societies Act and that individual members of the National Executive comply with these Rules.

8.3 National Executive members must exercise their powers and discharge their duties:

- a. In good faith in the best interests of the Association;
- b. For a proper purpose;
- c. With care and diligence; and
- d. To avoid and declare any potential or perceived conflicts of interest.

8.4 A National Executive member who has a material personal interest in a matter being considered at a National Executive meeting must disclose the nature and extent of that interest to the National Executive.

8.5 If the President determines that the National Executive member has a material conflict, the National Executive member:

- a. Must not be present while the matter is being considered at the meeting; and
- b. Must not vote on the matter.
- c. If there are insufficient National Executive members to form a quorum after all National Executive members who have a material personal interest are disqualified from voting on a matter, a general meeting may be called to deal with the matter.

8.6 This rule does not apply to a material personal interest:

- a. That exists only because the National Executive member belongs to a class of persons for whose benefit the Association is established or,
- b. That the National Executive member has in common with all, or a substantial proportion of, the Members of the Association.

8.7 National Executive members and former National Executive members must not make improper use of:

- a. Their position,
- b. Information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

8.8 The business of the Association must be managed by or under the direction of the National Executive.

8.9 The National Executive may:

- a. Appoint and remove the Executive Officer/Secretariat.
- b. Establish subcommittees consisting of members and non-members with terms of reference it considers appropriate.
- c. Approve (and from time to time amend) a Code of Conduct and a Code of Ethics which will be binding on all members once notice is given to members of them. Such codes may be published on the Association's website.

9. Meetings and Voting

9.1 A meeting is either an Annual General Meeting or a Special General Meeting.

9.2 Members shall be given at least 21 days' notice of any general meeting.

9.3 The Association may give the notice of meeting to its members;

- a. By sending it by post to the address of the member in the register of members; or
- b. By sending it to the electronic mail address nominated by the member.

9.4 The notice of meeting must:

- c. Set out the place, date and time for the meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this); and
- d. State the business of the meeting; and
- e. State that members have the right to appoint a proxy; and
- f. State that the business of the meeting will be restricted to those items of which due notice has been given unless approval is given by the President.

9.5 The Annual General Meeting shall be held once every year no later than five months after the Association's balance date.

9.6 The National Executive shall determine when and where the Annual General Meeting will be held.

9.7 At each Annual General Meeting the National Executive shall present a report covering the previous year's work and other matters pertaining to the welfare of the Association and the Association's year-end financial statements.

9.8 Other business, including general business, may also be undertaken.

9.9 The National Executive may call Special General Meetings.

9.10 The National Executive must call a Special General Meeting if the President receives a written request signed by at least 20% of the Members.

9.11 A request for a special general meeting must—

- a. Be in writing; and
- b. State the business to be considered at the meeting and any resolutions to be proposed; and
- c. Include the names and signatures of the members requesting the meeting; and
- d. Be given in writing to the National Executive.

9.12 If the National Executive does not convene a special general meeting within one month after the date on which the request is received by the National Executive,

- a. The members making the request (or any of them) may convene the special general meeting.
- b. The Association must reimburse all reasonable expenses incurred by the Members convening the special general meeting.

9.13 A Special General Meeting convened by members must be held within 3 months after the date on which the original request was received may only consider the business stated in that request.

9.14 No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business.

- a. A quorum shall be at least 10% of Members (present in person or by use of appropriate technology). In the case of any dispute as to whether the requisite numbers of Members are present, the decision of the President of the meeting will be final.

9.15 No business shall be transacted at any National Executive meeting unless a quorum is present.

- a. The quorum for any meeting of the National Executive shall be three.

10. Common Seal

10.1 The Association shall have a common seal, which shall be kept at the registered office, and shall only be affixed to documents in the presence of the President and Executive Officer, or in the presence of two members of the National Executive or one member of the National Executive and the Executive Officer, or other person duly appointed by the National Executive for such purpose.

10.2 In the event that the Association is no longer required, under the Incorporated Societies Act, to have a common seal, contracts will be executed by an approved National Executive policy.

11. Resolving Complaints and Disputes

11.1 Any person may lodge a complaint with the Association concerning a Member. Every complaint shall be in writing and supported by any statutory declaration or additional information the Association may require. Complaints regarding Members must be received by the Association within 90 days of the date of the ceremony.

11.2 When a Member lays a complaint with the Association against any other Member, the complainant Member shall agree that it will accept the decision of the National Executive in full and final settlement of the subject matter of the complaint.

11.3 In the absence of a written complaint, the National Executive may of its own volition initiate action and follow the procedure as for a written complaint.

11.4 When a Member lays a complaint with the Association against any other Member, the complainant Member shall be responsible for the payment of any reasonable legal costs incurred by the National Executive and by the Member complained against in the event that the complaint is held to be invalid. The complainant Member must be given prior written notice by the Association that a legal opinion is to be sought.

11.5 The National Executive shall only consider (or continue to consider) a complaint made or referred to it, if it is satisfied that:

- a. The matter cannot be resolved informally;
- b. It is not more appropriate that the complaint be dealt with by a court, or by another independent or statutory complaints or conciliation procedure, or by mediation or arbitration;
- c. Except where relevant new evidence is available, the subject matter of the complaint was not included in a complaint by the same complainant; or by any one or more of them, previously considered by the Association;
- d. The subject matter of the complaint made to the Association, has not been, or is not, the subject of proceedings in or before any court, tribunal, mediator, arbitrator, ombudsman, or any other body involved in complaints or disputes resolution;
- e. The subject matter is not a fee dispute;
- f. Consideration of the dispute would not cause the Association to infringe trade practices legislation or any other legislation.

11.6 On receipt of a complaint, the Association shall, unless the complaint is frivolous, vexatious, and/or of insufficient nature to warrant being referred to the Member and is able to be resolved without being so referred:

- a. Send to the Member concerned copies of the complaint;
- b. Any supporting statutory declaration;
- c. Any supporting additional information;
- d. Require the Member within 14 days to respond in writing to all matters raised in the complaint and any other matters required by the Association or to appear before the National Executive.

11.7 If the National Executive is of a unanimous opinion, they can immediately suspend the Member pending the outcome of an investigation, if this course of action is in the best interests of the Association.

11.8 The National Executive shall investigate the complaint and make a decision in camera. The National Executive shall take into account what is reasonable in the circumstances with regard to:

- a. The principles of good celebrancy practice.
- b. The Association's Code of Ethics and Code of Conduct.
- c. Any applicable rule, law or relevant judicial authority.

11.9 In defining what is fair and reasonable, the National Executive may consider:

- a. The way in which the Member dealt with the complaint, before and after the complaint arose.
- b. The manner in which the complainant approached the Member before and after the complaint arose.
- c. Any other matters the National Executive considers relevant.

11.10 The National Executive shall adopt one or more of the following courses of action:

- a. Decide that no further action be taken.
- b. Refer the complaint to a Disciplinary Committee.
- c. Informally admonish the Member, whether or not they have breached the Rules, the Code of Ethics or the Code of Conduct.
- d. Order the Member to do one or more of the following:
 - i. Provide an apology to the family or individual involved;
 - ii. Refund or waive all or part of the Member's celebrancy fee;
 - iii. Make an ex gratia payment to the family or individual involved.
 - iv. Provide an additional level of reporting or supervision for a specified period.
 - v. Suspend the Member status as a Member of the Association until specified improvements or training has been completed, if the conduct of the Member firm is in the National Executive's opinion contrary to the aims and objectives of the Association or is in contravention of the Code of Ethics or Code of Professional Conduct.
 - vi. Expel the Member in accordance with these Rules.

11.11 For the purposes of any investigation, the National Executive may:

- a. Make, or employ any person to make, such preliminary inquiries as the National Executive considers necessary; and
- b. Require any Member to whom the investigation relates to provide the National Executive or any person so employed within 14 days or such longer period of time as the National Executive thinks fit any documents, things or information that are in the possession or under the control of that Member and relate to the subject matter of the investigation; and
- c. Take copies of any documents that are provided to the National Executive; and
- d. Require the Member at the Member's own cost to attend before the National Executive on at least 14 days' notice to confer regarding the complaint; and
- e. Request the complainant at the complainant's own cost to attend before the National Executive on at least 14 days' notice to confer regarding the complaint.

11.12 The National Executive shall relay its decision to the Member and to the complainant by ordinary post or electronic mail within 14 days of the decision, and where the National Executive has resolved to suspend the Member, a copy of that resolution must be mailed to all Members by ordinary post or electronic mail within 14 days of the date of such resolution.

11.13 From the fourteenth day after the decision to suspend, the Member concerned shall not be permitted to display before the public the letters Celebrants Association of New Zealand or otherwise indicate that it is a Member of the Association, but it will be entitled to receive all notices, circulars and news sheets emanating from the Executive Officer's office.

11.14 Upon the National Executive receiving satisfactory evidence that the suspended Member has remedied the complaint which brought about the suspension, then by further resolution of the National Executive (either

at a full meeting or by postal or electronic vote) the suspension shall be lifted thereby restoring the suspended Member in full forthwith. This Member shall be notified of the resolution lifting the suspension.

11.15 If the suspension has not been lifted within four months of the date of the suspension or re-confirmation of suspension, the National Executive must convene a meeting and invite the Member to be present. At this meeting, having given the Member further opportunity to make submissions the National Executive may by resolution:

- a. Lift the suspension and reinstate the Member to its previous status; or
- b. Reconfirm the Member's suspension for a further period; or
- c. Give notice that at its next meeting it will pass a resolution to expel the suspended Member in accordance with these Rules.

11.16 Subsequent to a National Executive meeting at which the National Executive reconfirms a suspension, the suspended Member may by notice in writing appeal against the suspension, and such appeal shall be heard and dealt with at the next Annual General Meeting or Special General Meeting of the Association, when the decision of the National Executive shall be supported or defeated by a simple majority.

11.17 Adjourning Meetings

- a. The President may, with the consent of any meeting at which a quorum is present (and must, if so, directed by the meeting) adjourn the meeting but only business left unfinished at the meeting from which the adjournment took place may be transacted at the adjourned meeting.
- b. If a meeting is adjourned for 21 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.

11.18 Chair at Meetings

- a. The Chair for the purposes of any general meeting of the Association shall be the President.
- b. If at any general meeting the President is not present within 15 minutes after the appointed meeting time, the Members present will choose a Member from their number to be the chairperson.

11.19 Equality of Votes

- a. In the case of an equality of votes, the President of the meeting shall not be entitled to have a second or casting vote. The resolution put to the vote shall be deemed lost.

12. Minutes

12.1 All minutes of general meetings shall be kept at the registered office of the Association or by electronic means, as determined from time to time by the National Executive.

13. Voting

13.1 At any general meeting, a resolution put to the vote of the meeting must be decided on a show of hands unless any Member demands a poll. Such demand must be made before or immediately on the declaration of the result of the show of hands.

13.2 If a resolution is to be voted on by show of hands, each Member present or represented by proxy shall have one vote.

13.3 Unless a poll is demanded in accordance with these Rules a declaration by the President that a resolution has on a show of hands been carried unanimously or by majority or lost.

13.4 An entry to that effect in the minutes of the Association is conclusive evidence of the fact provided that the chairperson's declaration reflects either the show of hands or the votes received.

13.5 If a poll is demanded in accordance with these Rules it must be taken either:

- a. At once;
- b. After an interval or adjournment not exceeding one hour; or
- c. Otherwise as the President directs.

13.6 The result of the poll is the resolution of the meeting at which the poll was demanded.

13.7 A poll demanded on a question of adjournment must be taken immediately.

13.8 On a poll, a Member holding more than one vote need not exercise all votes in the same way.

13.9 A demand for a poll may be withdrawn.

14. Postal and Electronic Ballots

14.1 Any resolution of Members able to be passed at a general meeting may instead be passed by postal or electronic ballot (a ballot) conducted in accordance with these Rules.

14.2 The National Executive may determine that any resolution be put to Members by way of ballot and, if so, the National Executive is to be responsible for conducting the ballot, for supervising the conduct of each ballot and for determining whether the votes have been properly cast.

14.3 The ballot paper for, and other papers relating to, any ballot is to be in the form determined by the National Executive, but in each case must:

- a. Specify the resolution proposed to be put for the consideration of Members,
- b. Include an explanatory memorandum, setting out the general effect of the resolution, and
- c. State the time and date on which the ballot is to close.

14.4 On any ballot, voting shall be deemed a poll. The National Executive shall ensure that Members are advised of the result of the ballot within 48 hours of the counting of the votes in any ballot. The result of any ballot shall be as effective and binding on Members as a resolution at a meeting.

15. Proxies

15.1 A Member may appoint another Member to be their proxy to vote and speak on their behalf at any general meeting.

15.2 The appointment of a proxy must be in writing and signed by the Member making the appointment.

15.3 The Member appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy holder may vote on behalf of the Member in any matter as they see fit.

15.4 If the National Executive has approved a form for the appointment of a proxy, the Member must use that form but if not, the Member may use any other form that clearly identifies the person appointed as the Member's proxy and the Member has signed that.

15.5 A form appointing a proxy sent in writing is of no effect unless the Association receives it no later than 24 hours before the commencement of the meeting.

15.6 No Member shall hold more than two proxies.

16. Use of Technology

16.1 A National Executive member who is not physically present at a National Executive meeting may participate in the meeting by the use of technology that allows that National Executive member and the National Executive members present at the meeting to clearly and simultaneously communicate with each other.

16.2 A National Executive member participating in a National Executive meeting is taken to be present at the meeting and, if the National Executive member votes at the meeting, is taken to have voted in person.

17. Minutes of National Executive meetings

17.1 The National Executive must ensure that minutes are taken and kept of each National Executive meeting.

17.2 The minutes must record the following—

- a. The names of the National Executive members in attendance at the meeting;
- b. The business considered at the meeting;
- c. Any resolution on which a vote is taken and the result of the vote;
- d. Any material personal interest disclosed by a National Executive member.

18. Register of Information held

18.1 The National Executive from time to time will approve the collection of information from Members that is pertinent and relevant to assisting the membership. Staff, National Executive and Members who have access to this information in the course of performing their duties, will treat this information as confidential information of a sensitive nature.

19. Alteration of the Rules

19.1 These Rules may only be altered by a Special Resolution.

20. Dissolution of Association

20.1 The Association shall not be dissolved except by special resolution passed in accordance with the provisions of section 24 of the Incorporated Societies Act 1908 and if upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members, but shall be given or transferred to such other organisations, having objects similar to the objects of the Association, as may be decided at or before the time of dissolution by the Members.

21. Policies

21.1 The Association may create policies governing any matter that is not expressly addressed in these rules or required to be addressed by the law governing incorporated societies

21.2 The National Executive has the power to create, amend, delete, replace or otherwise alter Association policies at any time.

21.3 The creation, amendment, deletion, replacement or other alteration of a policy is not an amendment to these rules

21.4 All Members agree to abide by the policies set by the National Executive

22. Registered Office

22.1 The registered office of the Association shall be situated at such place as shall be decided by the National Executive and notified to Members and the Registrar of Incorporated Societies from time to time.

23. Definitions

23.1 *Act or Incorporated Societies Act* means the Incorporated Societies Act 1908 or any replacement legislation.

23.2 *Association* means the Celebrants Association of New Zealand Incorporated.

23.3 *Branch* means any group of Members formally established by the Association

23.4 *Celebrant* means a person who conducts ceremonies.

23.5 *Chair* means the person in the role of chair of a meeting of the Association.

23.6 *Code of Ethics* means the Code of Ethics as adopted by the National Executive.

23.7 *Code of Conduct* means the Code of Conduct as adopted by the National Executive.

23.8 *Member* means a member of the Association.

23.9 *Meeting* means the Annual General Meeting or a Special General Meeting

23.10 *National Executive* means the National Executive of the Association for the time being as appointed in accordance with the rules of the Association.

23.11 *Office* means the registered office of the Association.

23.12 *Register of Members* means the Register of Members maintained by the Association in accordance with the Rules.

23.13 *Special Resolution* means a resolution that requires not less than three quarters (75%) of the Members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution.

Performance Report

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

Prepared by Sexton Business Builders Limited

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Compilation Report

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

Compilation Report to the Executive Committee of Celebrants Association of New Zealand Inc.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the Performance Report of Celebrants Association of New Zealand Inc for the year ended 31 December 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these Performance Reports.

Responsibilities

The Governing body are solely responsible for the information contained in this Performance Report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the Performance Reports were prepared.

The Performance Reports were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the Performance Reports.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the Performance Reports from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Celebrants Association of New Zealand Inc other than for the preparation of Performance Reports and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these Performance Reports based on information provided which has not been subjected to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the Performance Reports. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this Performance Report.

Sexton Business Builders Limited
P O Box 599
Masterton 5840

Dated: 26 April 2019

Entity Information

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

Legal Name of Entity

Celebrants Association of New Zealand Incorporated (Te Kahui Arahi Ritenga O Aotearoa)

Entity Type and Legal Basis

Incorporated Society

Registration Number

1132977

Entity's Purpose or Mission

The Celebrants' Association of New Zealand (CANZ) is New Zealand's National Professional Association for Celebrants which enriches Celebrants, who in turn, enrich New Zealand Society. Our purpose is for our members to create and facilitate ceremonies and rituals which respond to the diverse needs and values of New Zealand individuals, families and communities. In this context, our purpose is to;

- support celebrants to deliver high quality services
- promote celebrancy
- influence the place of ceremony in New Zealand

Entity Structure

The Celebrants' Association of New Zealand is managed by an executive committee: Dianne Troup (President), Marg Palmer, Jann Hook, Paula McGill, Lianne Fraser (appointed May 2018), Carol Gunn (resigned May 2018), Pat Cosford (resigned April 2018), Tau Huirama (resigned February 2018).

Membership consists of over 800 members throughout eight branches located in Auckland, Waikato, Bay of Plenty, Taranaki, Wellington/Manawatu, Top of the South Island, Canterbury and Southern Regions.

Main Sources of Entity's Cash and Resources

Membership Subscriptions

Main Methods Used by Entity to Raise Funds

Annual Membership

Entity's Reliance on Volunteers and Donated Goods or Services

The Association relies on donated volunteer time through the Executive Committee members whose expertise is essential to complete this work of governance.

Physical Address

No physical address

Postal Address

PO Box 25-148, Featherston Street, Wellington, 6146

Approval of Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

The Governing body are pleased to present the approved Performance Report including the historical financial information of Celebrants Association of New Zealand Inc for year ended 31 December 2018.

APPROVED

Dianne Troup

President

Date

Marg Palmer

National Executive Member - Finance

Date

Statement of Service Performance

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

Description of Entity's Outcomes

The association fosters celebrancy and supports celebrants in carrying out their duties competently, professionally and ethically.

The objects of the Association are to;

- Foster celebrancy, and to support celebrants in carrying out their duties competently, professionally and ethically.
- Maintain high standards among celebrants, including ethical standards and standard of cultural respect and sensitivity.
- Encourage co-operation and the exchange of experience and ideas among members.
- Provide advice and information to support members in the effective performance of their duties.
- Facilitate educational opportunities and to encourage the continuing professional development of members.
- Promote public awareness of the roles and functions of celebrants.
- To act as an advocate for celebrants with government and other organisations and agencies.

2018 \$ 2017 \$

Description and Quantification of the Entity's Outputs

Facilitate Educational opportunities and encourage professional development - Biennial Conferences and Education Forums	15,587	34,875
Provide advice and information to members in support of their duties - Workshops Seminars, Peer Learning Groups	8,856	12,246

Additional Output Measures

The executive committee meets once a month or as required by the president to discuss the affairs and business of the association.

During 2018 the association continued to validate all members through structured recognition of celebrant training, experience and professional development. CANZ Celebrants who achieve validation will carry the letters VCANZ after their name.

Additional Information

Revenue was lower in 2018 compared to 2017 primarily due to conference registrations.

Statement of Financial Performance

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

	Notes	2018 \$	2017 \$
Revenue			
Donations received	1	4,348	6,001
Revenue from providing goods or services	2	155,892	166,338
Investment income received	3	6,618	6,685
Total Revenue		166,858	179,024
Expenses			
Amortisation of intangibles	4	14,551	15,492
Costs related to providing goods or service	5	139,641	142,035
Income tax expense	6	1,589	242
IRD Penalties paid	7	18	141
Total Expenses		155,798	157,909
Surplus/(Deficit) for the Year		11,060	21,114

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Celebrants Association of New Zealand Inc

As at 31 December 2018

	Notes	31 Dec 2018 \$	31 Dec 2017 \$
Assets			
Current Assets			
Bank accounts and cash	8	70,903	73,563
Debtors and prepayments	8	9,622	4,229
Investments	8	177,461	170,896
Total Current Assets		257,986	248,689
Non-Current Assets			
Property, Plant and Equipment		42,574	18,308
Total Non-Current Assets		42,574	18,308
Total Assets		300,560	266,997
Liabilities			
Current Liabilities			
Creditors and accrued expenses	9	53,119	32,205
Other current liabilities	9	2,659	1,070
Total Current Liabilities		55,778	33,275
Total Liabilities		55,778	33,275
Total Assets less Total Liabilities (Net Assets)		244,782	233,723
Accumulated Funds			
Accumulated surpluses or (deficits)		244,782	233,723
Total Accumulated Funds		244,782	233,723

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

	2018 \$	2017 \$
Cash Flows from Operating Activities		
Cash was received from		
Donations, fundraising and other similar receipts	4,348	6,001
Fees, subscriptions and other receipts from members	148,718	172,062
Interest, dividend and other investment receipts	6,618	6,685
Payment to suppliers	(114,002)	(133,946)
Net GST	(2,960)	(2,960)
Net Cash from Operating Activities	42,722	47,842
Cash Flows from Investing Activities		
Purchase of PPE	(38,817)	(33,800)
Movement in Investments	(6,564)	(16,355)
Net Cash from Investing Activities	(45,381)	(50,155)
Cash Flow from Financing Activities		
Taxation Paid	-	(1,111)
Net Cash from Financing Activities	-	(1,111)
Net (decrease)/increase in Cash, Cash Equivalents and Bank Accounts	(2,660)	(3,424)
Cash, Cash Equivalents and Bank Accounts at the beginning of the year	73,563	76,987
Cash, Cash Equivalents and Bank Accounts at the end of the year	70,903	73,563

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

Celebrants Association of New Zealand Inc
For the year ended 31 December 2018

Name	Cost	Opening Value	Purchases	Disposals	Depreciation	Closing Value
Property, Plant and Equipment						
CANZ WordPress Website with Membership System	33,800	18,308	0	0	9,154	9,154
CANZ Website - Automated Invoicing	10,380	0	10,380	0	3,027	7,353
CANZ Website - VCANZ Project	28,437	0	28,437	0	2,370	26,067
Total	72,617	18,308	38,817	0	14,551	42,574

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not for Profit) on the basis that it does not have public accountability and has total annual operating expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

This is the tax on interest received, at the rate of 28% after a \$1,000.00 income deduction. The tax year does not coincide with CANZ's financial year. Therefore the change in tax does not correspond to an change in interest income for the year.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies.

Revenue

Donations and fundraising revenue are recognised when cash is received.

Revenue from subscriptions is recognised as per Financial year. Please refer to note 20.

Property, Plant and Equipment

Property, plant and equipment is shown at cost less any accumulated depreciation and impairment losses. Gains and losses on disposals of fixed assets are taken into account in determining the operating result for the year.

Depreciation

Depreciation is charged on a diminishing value basis on all property, plant and equipment, at rates permitted by the Income Tax Act 2007.

The rates of depreciation used are:

Property, plant and equipment	50%
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Notes to the Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

	2018 \$	2017 \$
1. Donations Received		
Conference Donation Received	1,304	6,001
Education Forum Donation Received	3,043	-
Total Donations Received	4,348	6,001
2. Analysis of Revenue		
Advertising Income	1,096	990
Commissions Received	-	21
Conference Dinner & Activities	-	5,650
Conference Registrations	-	29,738
Education Forum Online Registration	19,137	-
Merchandise Sales	-	4,227
Registry Wedding Income	9,913	-
Subscriptions Received	116,258	122,373
Training & Workshop Income	2,098	3,339
VCANZ Application Fees	7,391	-
Total Analysis of Revenue	155,892	166,338
3. Investment Income		
Interest Received	6,618	6,685
Total Investment Income	6,618	6,685
4. Intangible Expenses		
Depreciation	14,551	15,492
Total Intangible Expenses	14,551	15,492
5. Analysis of Expenses		
Costs related to providing goods or services		
Opening Inventory	-	2,548
Merchandise Purchases	-	2,774
Administrative & Office Expenses	497	437
Advertising & Marketing Costs	12,433	12,093
Affiliation Fees	1,200	1,000
Audit Review Costs	-	750
Bank & Stripe Charges	4,531	875
Branch Estab Costs	90	-
Branch Leader Day Venue	400	-
CANZ History Project	3,447	-
Education Forum Costs	12,584	-
Entertainment & Activiities	1,231	3,070
Gifts & Koha	1,717	2,396
Insurance	367	543
Leader & Meeting Costs	516	6,539
Membership Services	18	-
National Office Support	8,350	-
Office Hours - Management Support	7,223	14,692
Officer Hours - Finance	21,245	20,546
Postage & Courier Charges	968	321
Printing & Stationery	1,245	3,267
Registry Wedding expenses	11,652	-

Notes to the Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

2018 \$ 2017 \$

5. Analysis of Expenses (cont'd)

Speaker & MC Costs	500	5,057
Subscriptions Paid	2,295	2,371
Training & Workshop Expenses	8,856	12,246
Travel and Accommodation	27,382	15,350
Venue & Meal Costs	6,373	29,265
Website Costs	3,485	5,895
VCANZ Costs	348	
Xero Costs	688	-
Total Costs related to providing goods or services	139,641	142,035

6. Income Tax Expense

Tax Expense	1,589	242
Total Income Tax Expense	1,589	242

7. Non Deductible Expenses

IRD Penalties Paid	18	141
Total Non Deductible Expenses	18	141

8. Analysis of Assets

Bank accounts and cash

Auckland Branch (04)	8,308	6,016
Auckland Petty Cash Imprest	100	200
Bay Of Plenty (08)	3,183	2,821
BOP Petty Cash Imprest	100	100
Canterbury Branch (09)	5,119	5,675
Canterbury Petty Cash Imprest	100	187
Carol Gunn - Credit Card	(374)	5
Conference/Ed Forum Petty Cash	100	100
Main Bank A/c (00)	8,107	8,589
Marg Palmer - Credit Card	(107)	(102)
Membership Account (02)	13,958	21,487
Savings A/c (97)	12,345	12,339
Southern Branch (07)	4,011	3,387
Southern Petty Cash Imprest	100	100
Taranaki Branch (11)	3,121	2,318
Taranaki Petty Cash Imprest	100	100
Top Of The South (10)	3,125	2,172
TOTS Petty Cash Imprest	100	100
Waikato Branch (05)	4,080	3,712
Waikato Petty Cash Imprest	100	100
Wellington Branch (06)	5,127	4,058
Wellington Manawatu Petty cash Imprest	100	100
Total Bank accounts and cash	70,903	73,563

Debtors and prepayments

Accounts Receivable	6,342	(833)
Prepayments	-	2,600
GST	3,281	2,462
Total Debtors and prepayments	9,622	4,229

Notes to the Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

2018 \$ 2017 \$

8. Analysis of Assets (cont'd)

Investments - Short-term bank deposits		
BNZ Investment 80934892-00001	26,880	25,734
BNZ Investment 80934892-00002	27,106	26,112
BNZ Investment 80934892-00003	19,614	18,899
BNZ Investment 80934892-00005	28,262	27,192
BNZ Investment 80934892-00006	32,486	31,430
BNZ Investment 80934892-00007	32,771	31,529
BNZ Investment 80934892-00009	10,341	10,000
Total Investments - Short-term bank deposits	177,461	170,896

9. Analysis of Liabilities

Creditors and accrued expenses		
Accounts Payable	9,672	604
Subscriptions in Advance	43,447	31,601
Total Creditors and accrued expenses	53,119	32,205
Other current liabilities		
Income Tax Payable	1,070	1,070
Total Other current liabilities	1,070	1,070

10. Breakdown of Reserves

Reserves		
Members Funds	233,723	212,608
Current Year Earnings	11,060	21,114
Total Reserves	244,782	233,723

11. Variance in Historical Members Funds

The nature of the historical reserve and the purpose has not been quantified by source. It is assumed the accumulated members funds are made up solely from prior years revenue reserves.

12. Commitments

There are no commitments as at 31 December 2018 (Last Year: \$Nil).

13. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2018 (Last Year: \$Nil).

14. Assets Held on Behalf of Others

No assets are held on behalf of others (Last Year: \$Nil).

15. Significant Grants and Donations with Conditions not Recorded as a Liability

There is no grant or donation with conditions, not recorded as a liability (Last Year: \$Nil).

16. Related Parties

There were no material related party transactions during the year.

17. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last Year: Nil).

Notes to the Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2018

2018 \$ 2017 \$

18. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

19. Correction of Errors

During the preparation of the the current years Performance Report it was identified that the Xero ledger maintained by the executive committee had not been aligned to the external reviewed Performance Report.

In regard to 31 December 2017 the final profit result variance was \$73.30. Overall discrepancies were identified in the final profit, debtors, creditor and GST balances. An adjustment was made increasing prepayments and subscriptions received to align the 2016 profit with that of the reviewed and signed 31 December 2016 financial statements. The overall result of \$73.30 is immaterial.

Of further significance is the overall variance in members funds from years prior. The variance to the reviewed and signed 31 December 2016 financial statements is \$1,057.60. This variance has not been adjusted.

20. Subscriptions

The membership year is 1 April to 31 March and therefore does not align to balance date. Consistent with prior years, one quarter of the receipted membership fees in the calendar year 1 January to 31 December has been treated as "Subscriptions in Advance." Unpaid Subscriptions are not accrued.

21. Website Costs

In 2017 the Web Company was engaged to develop a WordPress website with a membership system. The expenditure on the Website includes the cost of this project; \$72,617 (GST exclusive) has been spent to 31 December 2018.

Reviewer's Report

Financial reviewer's report has been delayed and an update will be provided as soon as possible.

Branch Reports

Southern

Chair's Report

I wish to thank everyone for making the effort to be a part of this day and sincerely apologise from the bottom of my heart that I have been unable to make it today and thank Lynne's willingness to yet again Chair another APM you are amazing girl!

Having just completed a year as Branch Chairperson, I would like to extend my sincere thanks to Joy Ramsay, who stepped in to take on the role of secretary and has done a fantastic job keeping us all so well informed about what's happening. My thanks too, to the rest of the committee, Heather who has organised us all from the financial side of things and Donella who has also done a fantastic job providing the newsletters and pics of some the workshop antics. Also, fellow longstanding committee members Lynne, Christine, Edie, Marg, Barb's and Jill. I know it is an extra commitment to volunteer your time and energy for the benefit of the Southern Branch and I wish to thank you all for being such an awesome group of ladies.

For me personally there have been some huge changes since June last year to my working life and I now manage the development of a new service to the Central Otago and Lakes District which for any of you who have had experience of development of services will understand it takes up a large proportion of time and I have found I have much less time for family and lifestyle and other commitments. My youngest child is now attending boarding school, so I find trips to Dunedin for work and school often occur on a regular basis. In light of this change I have made the very difficult decision to stand down as the Chairperson as discussed with the committee at our final meeting for the year held last November in Roxburgh. So, it is with much sadness that I do that and also resign from the committee itself. I face the decisions around where my Celebrant role will fit in, if it does at all at this time of my life. So, I am leaving this role with still some unanswered questions for myself that I will give time and thought too. One thing I do know is that I will definitely miss the committee catch ups that I always looked forward to as there was much to be gained in volunteering your time and energy amongst a fantastic group of willing participants and another thing is for certain that will not change as I leave the committee. And to all members of the Southern Branch although my time has been short as Chair it has been a real privilege to represent you all, I know you will continue on as the passionate, professional and inspiring group of Celebrants we are proud to call the CANZ Southern Branch.

Thank you all for the privilege

Conference

There are quite a number of us Southern Belle's looking to attend this year's Conference in New Plymouth. Taranaki are excited to host the 2019 CANZ Conference on 24 – 26 Mayth entitled Raising the Bar. The venue is the TSB Show Place New Plymouth. So please if you haven't already got yourself registered check out the CANZ website for all the detail. Conferences provide a great opportunity for extending our learning and of course most importantly that all important networking that happens, not to mention lots of fun too!

Branch Training Day

This was held at the airport venue in Wellington. Joy and I attended and arrived early to catch a bus to the Central City to partake in some lovely food and retail therapy. As a consequence, I purchased an outfit for a dear friend's daughter's wedding and justified the price of it for the entire time we were in Wellington!

The training day itself was excellent and provided an opportunity to meet members of the National Executive and all the chairpersons and secretaries from all branches nationally.

At our Southern Committee meeting earlier in the month we had gone through the roles of committee members and this was perfect timing as this was the very topic that was covered so we were feeling on the ball so to speak.

The second part of the training day focused on the preparations for the VCANZ ROADSHOW and we were given a pre-presentation from Paula McGill which was really well received and reflected the huge amount of effort that she had put into developing the VCANZ process and the presentation of it. We were all feeling more confident following Paula's presentation and also had an opportunity to have a go at meeting some of the BOK's that would be a requirement when applying for validation.

A tremendous thank you to you Paula for all your efforts

Education Forum

A number of members attended the Education Forum in Auckland entitled Being the Best you CANZ. The programme included the plenary speakers both Allie Mooney, Fostering Intelligent relatively by pushing the right buttons and Ross Gilmore, Being the best you CANZ. Along with the AGM 2018 and presentations on VCANZ Paula McGill, Jeff Montgomery BDM and FDANZ CEO David Moger.

Branch Committee Meetings

Apart from many emails to committee members, we do try to have at least three meetings in person. We use these meetings to plan our next workshops, so that we can provide you with the opportunity of new resources and learning, which helps us all to keep upskilling. Hence, today's workshop is a follow on from suggestions made following some brain storming at our final committee meeting in Roxburgh in 2018.

May 2018 workshop

On Sunday the 7th of May 2018 the Southern Branch of CANZ committee organised and ran a workshop in Alexandra which was born out of an idea that was circulated following our APM and workshop held at Brighton in March. It had become obvious there was a growing need for a workshop of this nature. We provided our members with the opportunity for all of us as Celebrants to grow in our understanding of funeral and cremation services but also, we had a broader understanding that it would also assist our growth in our own personal lives as death and dying touches all of us no matter what profession we are in.

Following our morning meeting Affinity Funerals presented an insight in to the world of the Funeral Director and their important work with families and their loved ones during a time of grief and loss. There was also an opportunity to ask questions following their session and some discussion on how the Celebrants and Funeral Directors could improve their relationship further.

Following a beautifully catered lunch by the Cellar Door we all jumped in the cars and headed to the Alexandra Crematorium. We gathered in a viewing ceremony room at the Crematorium and were given a detailed insight into the world of Cremation and again the important work that is done alongside families who are supported to get through these difficult times. Following our discussions, it was time for many Celebrants to get a first experience out the back of the Crematorium and get an understanding of the process that must take place with regards to the cremation of loved ones.

September 2018 Workshop

A gathering of Southern Celebrants turned out at Campbell and Son's Funeral Directors premises in Mosgiel to attend the VCANZ Roadshow. The presentations commenced first with Mel Stuart giving us a really great insight into the legalities associated with being a Celebrant as part of Ethic's and Professional Standards and it raised some great conversation points and Mel was able to clarify some curly questions. Jill Ridden thanked Mel for such an interesting and thought-provoking presentation. Then Paula McGill followed with her presentation on the Validation Process of VCANZ. Great conversations surrounding the process followed and I acknowledged the commitment to the work that had gone in over such a long period of time and thanked her on behalf of the

Southern Branch. Although very much an individual decision based on each person's circumstances and commitment in terms of the number of weddings they do and their vision as a celebrant. I see many of you have taken the opportunity to complete the VCANZ Validation process and I congratulate you for doing so.

Informal Coffee Meetings

Informal coffee meetings are an opportunity for Celebrants to get together in their own area and have informal chats regarding anything they wish, it's a natural support network on a smaller scale. There has been a consistent number of informal get togethers in Dunedin and Invercargill. Central Otago started this some time ago but there was only a handful who turned out. It is important to spread the load of organising it in your areas so have a think about whether you wish to invite people to one in your area.

Conclusion

As you will have seen in newsletters from President, Dianne Troop and the team at National Executive, it has been a particularly busy year which has seen much change in particular with the introduction of our new CEO David Moger and of course the introductions of the VCANZ to validate further and enhance the professional pathway.

Along with our chair's resignation, we have also had three resignations, one of which was received at our committee meeting in July last year and that was from Marg Matheson who had served many years on the committee but had decided that it was the right time for her to step aside. Marg was thanked at our committee meeting and presented with a small gift in acknowledgement of all that she had contributed during her time on committee. But I would like to thank you again today Marg. Over recent weeks as the APM and election of committee members has drawn closer Jill Ridden who has served one year on committee has also decided to step down, we know Jill has had a really busy couple of years and would like to acknowledge and thank Jill for the time she has volunteered, she will be very missed.

I would like to extend a special thanks to Christine Cleugh who also resigns from committee and given many years of service, she will be a great loss too as you all know she was our wonderful secretary for many years.

The remaining current members are prepared to stay on Committee – Joy Ramsay will remain in her role as secretary, Heather Reid will continue as Treasurer, and Edie Pont, Barbs Frew and Donella Fleming will all remain as committee members.

I am also thrilled to announce that there has been much interest in the committee this year and we have two new ladies, who have put their hands up – the first of which is from Oamaru, Sally Cattle and also Rachel Collins from Balfour.

Well, fellow celebrants – thank you for your time and I wish you well for the year ahead.

Joy Ramsay
Southern Chair

Top of the South

Chair's Report

This has been a year of great developments from our National Body – the rolling out of VCANZ, the employment of a new Chief Executive and the beginning of the process in which celebrants' step into delivering registry office style weddings. Each of these new developments have bought much comment, some excitement, some trepidation and a lot of questions. We have had our first TOTS VCANZ member accredited outside of the Executive members - Susie Brosnahan. Congratulations Susie.

Membership

We have welcomed new members and farewelled others over the course of the year but our membership for the Top of the South remains steady at 53, about the same as this time last year. There are currently 113 independent celebrants in our region.

Workshops

Locally the past year has been interesting as we have had more celebrants registered, and people changing the way they are working in the area. We held a training session at Fairfield House in September last year which was well attended with Anabel Shuler running a workshop on creative writing. This was our most highly attended workshop locally, with 22 celebrants coming together. It was heartening to have people who had not previously attended a TOTS event coming and enjoying the day – and the regulars warmly welcoming them. Aside from the venue being slightly too small due to the unexpected response we had; the feedback was great. Throughout the year we met casually for drinks a few times in Nelson, and the Blenheim celebrants had a coffee and cake catch up organised by Coralie and Jeff.

As a very small committee, we try to be relevant and engaging with the workshops provided so you all gain from the experience, and we try to keep costs down. Coming together periodically is very important for us to share our expertise, our knowledge and to develop relationships. We work in a very silo industry, so building these relationships is important. We need support, we need people to bounce ideas around with. We need that person we can go to for a last-minute step in if life events happen. As celebrants, we work in the communication industry. The biggest hurdle we face as a committee is response and engagement. If there are ways you as the membership feel we can do things better, more effectively or to meet your interest or training needs we welcome your feedback. We are scattered across a wide region, with many hills dividing us all, from Golden Bay, through to Nelson, and Marlborough/Blenheim. Whether or not we choose to participate in VCANZ, we still must be continually upskilled, inspired and relevant in our work as professional celebrants. Many of you access useful training via your workplace or other courses and workshops you choose to attend. There are others who don't have those opportunities, so we try to deliver opportunities twice a year. The opportunity to refresh, upskill and connect with your colleagues is for you – so please engage when they come around if you have the capacity.

Lastly, I want to thank Denise, our secretary who has been a constant support and just wonderful at keeping me on track.

Jenni Bancroft

TOTS Chair

Wellington / Wairarapa

Chair's Report

It is with pleasure that I write this report on behalf of the Wellington/Wairarapa Branch committee.

The current Branch Committee is:

Rachel Clarke- Secretary

Toni Christie- Treasurer

Winnie Duggan- New Members

Julie Stewart- Manawatu Liaison

Bernadette Buckley

Wendy Barrett

Janetta Mandeno

Kesh Gilmour

Thank you to Colleen Logue for her support on the committee for the first 8 months of the year.

Marg Palmer has been our National Executive Liaison, and I'm sure would love someone to put their hand up for the job from Wellington, as she has to travel from Nelson when she can. It's been great to have her support throughout the year, thanks Marg!!

We have a shared Chair role.

Thank you to all for your efforts, it has been great to have you on the committee, and we hope that everyone can continue and maybe be joined by some new committee members, especially with the upcoming conference for next year.

Membership

Currently we have 121 members, an increase of 16 members over the year, and 6 members at large. Wellington has 87 members, Wairarapa has 11 members, and Manawatu has 23 members.

Workshops

We have met at Childspace at Johnsonville for workshops, and aimed to hold social gatherings around the region in between the workshops:

4th March 2018, the APM and a workshop on Public Speaking skills, led by Deborah Pearce.

5th April 2018, a Social gathering with pizza and nibbles, at Vicky Ellison's home- a great opportunity to share stories and ideas. Thanks Vicky!

27th May 2018, the CANZ Education Forum in Auckland, attended by a number of members, with great feedback.

29th July 2018, the Ethics and VCANZ Roadshow, presented by Mel Stuart and Paula McGill, a great chance to understand our Code of Ethics more, and to learn about the upcoming VCANZ process.

29th August 2018, a social event at Toni's Tipi, cancelled due to inclement weather.

30th September 2018, a workshop on Family Led Funerals, presented by Rachel Clarke, which provided excellent information and insight into the possibilities and the role for celebrants in this area. Carol Galloway then shared her insights on the VCANZ process and beginning to document her ceremonies and trainings.

25th November 2018, Kiwi Christmas celebration was postponed and then cancelled due to insufficient interest- perhaps a sign of the time of year and celebrants' busy season?

March 10th, 2018- APM, with David Moger, CEO of CANZ as a guest speaker, followed by a Creative Writing for Celebrants workshop.

Communication

Communication with Branch Members- by email largely, and occasional phone calls. The social evenings attempted to enable a wider range of members to network.

Goals for the year ahead

-Increased engagement with members who have yet to make local contact and encouraging new members to attend workshops and social events.

-Topics include:

- Social events
- Events to be decided by members at the APM.

Recommendations for change

- Increased liaison with our Exec member. Feeding back National Executive ideas to the membership.
- Ideas for involving more members in local activities.

Winnie Duggan

Wellington/Wairarapa Committee

Manawatu – sub branch

Branch report

2018 Manawatu Branch meetings were 4 in total and were organised and hosted most generously by Graeme Proctor at Lychway Funeral Home.

Meetings commenced on March 26th with a social evening and discussion around the upcoming Wedding Expo in Palmerston North. Graeme had booked a site and he invited others to join him and contribute to the cost. There was a good response, and a few people used the opportunity to do some marketing together at the event.

Workshops

June 13th Graeme invited a local video and photography company (Andrew Turner) to talk about what his company had on offer for funerals and weddings... Dawn Parkinson reported back on the CANZ educational forum in Auckland.

August 27th, we hosted Jeff Montgomery. Registrar-General Births, Deaths and Marriages, Department of Internal Affairs. This evening was well attended by CANZ and local celebrants. Jeff, without a doubt is an excellent communicator. He introduced the group to some up and coming changes in internal affairs; with many interested in the changes taking place with registry style weddings. Rachel Clarke from the Wellington branch was also present at that meeting and she spoke briefly about the upcoming VCANZ road show in October.

October 4th VCANZ Roadshow lead by Winnie, Rachel and Carol Galloway from Wellington Branch. An informative evening, that enabled everyone greater understanding of what VCANZ was all about, and how they could prepare for the launch of this new professional accreditation programme being introduced later in 2018.

The year got away on everyone and there was no end of year function.

Conclusion

18 February 2019 I took over the guidance of the Manawatu Branch from Graeme.

At our first gather... on behalf of the local group... I expressed our gratitude and thanks to Graeme for his work in having, grown and sustained the Palmy branch of CANZ over the previous two years... I thanked him for his generosity in providing his venue for our gathers and refreshments every time we met. I have appreciated his continuing support and offer to allow us the use of Lychway premises for future meetings.

Our Calendar of events is out for the year and thanks to the supportive group that gathered on the 18th I believe we have some interesting and informative opportunities planned for 2019. They will include some professional development and social gatherings that will continue to foster and support the spirit of the group; which is to

share our knowledge and support one on other in our Celebrant roles. There is good heart and spirit in our local group, and I thank them for their support and encouragement in my new role. We also welcomed 4 new members to our evening and congratulated 4and now 5 members who had achieved VCANZ accreditation...Go Palmy.

I would like to personally thank Winnie Duggan and Rachel Clarke for their support and encouragement as I under take this new role and I would also like to thank Claire Garner our Virtual Assistant who is the virtual face of our Business Support Service...Claire appreciate all your generous and efficient knowledge and support thank you.

Julie Stewart

Guardian of the Manawatu Branch

Waikato

Chair's Report

Tena Kotou Katoa

I was really looking forward to being there tonight with you all and delivering this report in person.

It was always my intention to be there, but unfortunately, and also fortunately, I was recently nominated by my Senior Management to be part of an Emerging Leaders Programme and the first 3-day session coincided with this meeting. Unfortunately, the meeting is in Auckland, I couldn't find a way to be at both.

But you are in great hands with Raewyn and the other dedicated committee members that have seen us through an eventful and exciting year for Waikato CANZ in 2018.

Membership

Currently our membership is at 60 which is 8 more than last year's.

Workshops

We have been extremely active in the last 12 months and have already planned a strong programme of events for the rest of 2019 for the incoming committee to run with.

We held several networking events at Coffee Culture and a post conference catch up and Xmas Celebration at Raewyn's house where we engaged in some Christmas activities and celebrated our year, along with collecting food items to donate to a needy cause.

Our highlight last year though, was the Education Day run at Girls High in Hamilton. It was an event that was 2 years in the planning and was attended by a large number of Celebrants from all regions and has been talked about highly with great and positive reflection by those who attended.

Hilary Ord was our highlight guest speaker and was wonderful to engage with, as well as presentations on ceremony writing, performance and preparation.

The buzz in the room was electric and it was one of the best events I can recall being involved in, in my time with the Waikato CANZ committee.

We have another Education Day event in the planning for this year and although we have a hard act to follow, the exciting ideas are already flowing.

It is shaping up to be another memorable highlight for the year. We have a bit of a reputation to uphold now!

CANZ Conference

The CANZ conference is nearly upon us as well, and having attended several over the years, I would highly recommend attending. There is so much to learn and so much experience, knowledge and professionalism to be shared. You will not be disappointed with the return on your investment in yourself.

The CANZ committee will be holding a post conference debriefing for those who are unable to get there.

Conclusion

I would like to pass on my thanks to Erin for the amazing work she has done as our Communications guru, making sure all our members are well informed and kept up-to-date with the goings on, as well as managing our Facebook Page and many other tasks here and there. Sadly, Erin is stepping down from the committee. She is embarking on more study and commitments outside of CANZ and we wish her nothing but the very best - we will miss you hugely.

Andrea is also taking a break from the committee for the coming year - Andrea has been at every meeting and event we have held and has always been a huge ideas person and great support and our thanks to you too.

Ingrid also stepped down a few months ago and we thank her for her input in the Secretary role.

Moving forward we are looking for some new members to join the team and I am sure by the end of this meeting we will have a full team of ready to go committee members to see us through the rest of the exciting year ahead.

I encourage those of you interested, to just take the plunge and get involved and trust the magic of a new beginning!

We all know many hands make light work and you have some very experienced committee members to guide you through the nervousness of the unknown and have some fun at the same time.

After all, collaboration allows us to know more than we are capable of knowing by ourselves.

I look forward to meeting all the new committee members next week for our first meeting together and the rest of you at the next get together.

Arohanui and have a great night.

Frances Christie

Waikato Co-Chair

Taranaki

Chair's Report

It is our pleasure to welcome CANZ members from around New Zealand to this conference in our beautiful city. We hope you will take this opportunity to explore New Plymouth and to enjoy some of the wide range of what is on offer. Whether it is in the arts, exploring the outdoors, enjoying the vibrant café scene or shopping, there is something for everyone; right in the heart of the city.

I want to thank those local branch members who have been a part of the local hosting committee for conference; Sam Bennett, Suzee Freeman, Kara Northcott, Margaret Chapman, Jenny Judd, Rose Haskell and Beverley McLean. I sincerely acknowledge the time and effort that they have contributed in working alongside members of the National Executive to making this conference a success.

The last 12 months have whizzed by and have been a mixture of professional growth and feeling our way through the ongoing process of getting to know each other as fellow celebrant colleagues and working towards establishing this branch as the flagship organisation to Taranaki celebrants.

The incumbent 2018/19 branch committee consisted of Sam Bennett (Chairperson) Amanda Bound (Secretary/treasurer) committee members Kara Northcott, Alan Hawksworth, Beverley McLean, Rose Haskell, Fiona Parkinson, Margaret Chapman, Suzee Freeman and Jenny Judd with Alan Hawksworth being the Branch Almoner, and Sam Bennett as the Branch Mentor Coordinator.

Their time effort and skills are very much appreciated and valued.

In particular I wish to acknowledge and thank Sam Bennett, immediate past president, who initiated the establishment of the branch and Amanda Bound who has been the branch secretary/treasurer since the branch's inception. Both stood down at the recent AGM although Sam will continue in the secretary/treasurer role. Sam and Amanda have made a significant contribution to the branch particularly in promoting it to the local celebrant community and building networks with other vendors.

Membership

Branch membership has slightly declined from 32 paid members in March 2018 to 26 paid members in March 2019.

The incoming committee will focus on actively seeking new members during the 2019/20 year. A survey will be distributed shortly to all local celebrants to determine why/why not they are members of CANZ and why/why not they attend meetings. We will also survey members to find out their training preferences for the year and ideas they may have for the branch.

Workshops

Recently we held a very successful Education forum with 3 workshops. The first workshop focused on incorporating Te Titiri o Waitangi into our celebrant practice. This was followed by Vaughan Millar, supported by Valerie Poort, both from BDM, who outlined BDM's new process where independent celebrants will lead the new style Marriage Ceremonies on behalf of BDM. Sam Bennett concluded the day with a short session about VCANZ.

The branch committee communicate effectively by email, phone, and face to face meetings. The general branch membership communicates with each other via phone, email and by the CANZ Taranaki (members only) face book page.

There is an official Taranaki branch mentorship program in place that is available for mentors and mentees to liaise and discuss celebrant related matters. Beverley McLean is the current programme facilitator.

Sam is also one of 6 approved VCANZ Validators from around New Zealand. Six of our local branch members have earned VCANZ validation status.

Conclusion

I wish to thank and acknowledge the CANZ Executive team and our local liaison advocate Dianne Troup who continue to provide assistance and guidance throughout the year to our branch and activities.

Lastly, and by no means least, to you our valued CANZ Taranaki members – thank you. Without your ongoing support, continued commitment and vision we simply do not have an effective branch that we can be proud of.

Nga mihi

Fiona Parkinson

Taranaki Chair

Canterbury

Branch committee

Chair: Karen Docherty, Secretary and Newsletter: Helen McCaul, OPD: Danielle Bartlett, Treasurer: Sandra Chatterton, Committee: Christine Threadwell.

Branch activities

Monthly catch-ups were held at No 10 Merivale and attendance ranged between 10 and 25.

These get-togethers were well attended by new members and the sharing and fellowship has been a success.

Workshops trainings

2 formal trainings were held in Christchurch and 1 in Timaru

The first workshop was presented by Jane Godfrey in August - Marketing your business. The training was well attended with 25 members. Jane was a captivating and inspirational leader for this session.

VCANZ and ethics training was held in September and attendance was 54.

Both these secessions were repeated by Danielle and Myself in Timaru in October and well received by our celebrant community in greater South Canterbury. Attended by 16 celebrants

The Timaru and district celebrants very much appreciated us travelling to include them in the updates.

Christmas was celebrated at the home of one of our celebrants Mariana Arps at her beautiful wedding venue Harpers Homestead. Hugely fun night had by all who attended.

VCANZ

We have to date 6 celebrants now VCANZ accredited and although the number is small there are number of celebrants considering making the investment to become accredited.

Some of the underlying problems seems to be that in the larger centres there are too many celebrants, and some are feeling this is becoming a financial strain.

Branch membership

Steady at 132 members.

Newsletters

Informative newsletters have been sent to all our Members at the start of every season. This has been well received.

APM & 2019/20 Committee nominations

Will be held 7th May 2019. The date in the future will be held in April to fall into line with Executive AGM timetable.

Goals for the Year

For the incoming committee will be to;

- Further promote membership
- 2 committee members to attend leadership training in June.

- Continue monthly catch ups
- The ongoing commitment to a minimum of one formal training per year and a Christmas function
- Select a VCANZ champion for the branch. Identify someone who is available for the role as a liaison. This person can then get more details on what is required for a) the role and b) how to promote.

Karen Docherty
Canterbury Chair

Bay of Plenty

Membership

The CANZ Bay of Plenty (BOP) Branch has a membership of 68 celebrants and Members at Large number 16 celebrants. Our BOP Branch numbers reflect a significant and encouraging growth from last year as we had 59 members at that time. Our Members at Large have unfortunately declined from 21 celebrants as recorded at the same time last year down to 16.

We haven't held our Annual Planning Meeting yet. This is to be held on Thursday 9th May at Club, Mount Maunganui from 6.30pm – 9pm. We are waiting to hear confirmation of our speaker who will be able to hopefully enlighten us on the VCANZ process.

Our current Chairperson, Jenny Moyle, will update those attending our APM with a brief recollection of highlights from last year.

Branch Committee for 2019

Unable to report on who will be on our Branch Committee until APM has been held.

However, I'm extremely proud of last year's committee who worked tirelessly together to encourage and bring restored energy into our Bay Branch and as such it has been a most successful year for our CANZ Bay of Plenty Branch. I believe there is a strong connection again and we've been able to develop our vision.

Branch Activities during past year

We have held regular Branch gatherings throughout last year. These were held every 6 – 8 weeks at either "Phil's Place" or "The Raft". Our numbers usually ranged from 7 – 12 people. In my opinion, these gatherings are invaluable as Bay members had the opportunity of meeting new members and reconnecting with those other members.

Planned Education Day – Unfortunately, due to circumstances, we were unable to hold an Educational Day at Osbourne's Funeral Home in Rotorua last year.

The contact person I've spoken to at Osbourne's is Richard Fullard. I found him to be most professional and keen to show our celebrants through their Funeral Home.

This is now scheduled to take place on Sunday 30th June 2019 at Osbourne's Funeral Home.

Branch Leadership Training

We were most fortunate to be able to have three committee members attend the Branch Leadership Training in Wellington last year. Karin de La Rey, Judy Inkster and Jenny Moyle. All three found the training invaluable and it was a great opportunity to be able to meet fellow celebrants and form friendships.

Goals for the Year Ahead

Our committee is looking forward to continuing our gatherings throughout the year, hopefully every 8 – 10 weeks. Maryan Kennedy has kindly offered to send out a newsletter on a regular basis to our BOP Branch members. This will be a great way of keep them informed of upcoming events/dates.

Educational Day - As mentioned above we will be holding a Educational Day in Rotorua at Osbourne's Funeral Home on Sunday 30th June 2019.

Educational Day - Sunday 8th September 2019. Topics to be covered – stress management, marketing, physio for starters. Speaker yet to be confirmed.

Christmas Party date – Sunday 3rd November – group Christmas party.

We also plan to work in with Waikato wherever possible and we intend to let each other know of planned events.

Conclusion

I personally urge you all to get involved with our meetings and any events/workshops we may hold. They are invaluable in many ways. Remember you only get out what you put in.

It has been my absolute pleasure to Chair.

Jenny Moyle

Bay of Plenty Chair

Auckland

Membership

The Auckland branch has a current membership of 272 and Members at Large of 27.

Annual Planning Meeting

The Annual Planning Meeting was held on 14 March 2018 at St John's Lounge, Purewa Cemetery. This was well attended with the guest speaker being our new Chief Executive David Moger. David was very well received and robust discussion was held on various points including the value members received from CANZ and what members wanted from CANZ.

Our new committee was elected as follows:

Committee for 2019

We welcomed back the following committee members

Susanne Rossiter (Chair), Barbara Johnson, Sheryl Mungall, Lynne Alberino, Susan Halliwell

And our new members:

Sandy Millar, Patricia Cosford, Larry Summerville., Larry was co-opted on after the Annual Planning Meeting.

We have had three resignation from the committee, Mel Stuart, Mikayla Zandstra and Katrina McConnell. Thanks go to them for their hard work during the 2018 year and we wish them well in the future.

Members at Large Susan Halliwell is based in Whangarei and it is good to know that we are being represented not only with urban Auckland members but also stretching our wings to the sunny North. Since the Annual Planning Meeting held in 2018 Susan has organised the validation workshop, grief workshop and held coffee mornings. On 12 May 2019 Vaughan Millar from Births, Deaths and Marriages was their guest speaker.

Branch Leadership Training Day

The branch leadership training day was held on Saturday 7 July 2018 in Wellington. Two of our committee members were scheduled to attend but due to bad weather their plane was unable to land.

Highlights of 2018

27 May 2018 CANZ AGM and Education Forum.
6 June 2018 Members at Large Informal Get Together
7 June 2018 Coffee Group Gathering
26 June 2018 Business Planning Seminar
28 August 2018 Social Media Workshop
9 September 2018 VCANZ Roadshow
8 March 2019 Coffee and Chat in Orewa
21 March 2019 Coffee and Chat in Orakei

There was a good turnout for our workshops and although the coffee mornings has been mixed in numbers because of other commitments, committee members feel it important to continue these.

Our workshops for 2019 will align to the validation process to assist in encouraging members to attend as many as possible.

VCANZ

This has been a major initiative for the Celebrants Association. The Auckland workshop was well attended with the Ethics and Professional Standards presentation held first and then followed by an outline of the validation process. There has been a large amount of discussion and debate and our thanks go to Dianne, our National Executive President for her calm and decisive presence. With new systems and procedures comes teething problems and with every new initiative time and patience is needed.

Planning Meeting

Plans are underway for the 2019 year and once workshops are organised a newsletter will be forwarded to members.

Meeting Venue

Through 2017 and 2018 we were fortunate to be able to use the new St John's Lounge at Purewa Cemetery and Crematorium for our meetings. Our thanks go to the staff at Purewa for allowing the Auckland branch to meet without charge.

With Auckland being large and difficult at times to move around consideration is being given to spreading the meetings/workshops in different areas so at times people don't have to travel so far.

Goals

Networking, growth in membership of CANZ, mentoring, education and encouragement of education of members and professional development are a core goal for the Auckland branch.

Conclusion

Over the next 12 months and beyond the Auckland branch looks forward to getting to know you either through face to face contact (always the best), email communication or through CANZ workshops and networking.

Yours in celebrancy.

Susanne Rossiter
Auckland Chair



Proxy form – 2019 AGM

I,	<i>(Name of member)</i>
hereby nominate	<i>(Name of proxy member)</i>

as my proxy for the purpose of voting at the 2019 Annual General Meeting of the Celebrants' Association of New Zealand Inc., as I am unable to attend. I ask that my apology be accepted.

Signed: _____ *(CANZ financial member)*

Date: _____

This proxy vote can only be granted to a current financial member and is not transferable.

To be accepted, this signed form must be received by the National Executive no later than 5pm on 21st May 2019.

To submit:

scan and email before 21 May to:

support@celebrantsassociation.co.nz or

hand to a member of the National Executive before 21st May 2019

or

post to Level 8 Prime Property Toweres,86-88 Lambton Quay, Wellington, 614