

## Women in Agribusiness (NZ)

### 2022 AGM Minutes



**AGM:** via MS Teams, Tuesday 8<sup>th</sup> March, 2022, 4:00 pm – 5:00 pm

**Executive committee:** Stephanie Sloan, Sarah McKenzie, Joanne Back, Anna Fenemor, Abigail Lovett, Ella Stokes, Briar Loveridge, Genevieve Steven

**Apologies:** Jessica Dunbar, Rebecca Dalrymple, Donna Hintz

---

1. Meeting opened at 4:00 pm
  - Welcome: Laura Keenan (founding member), welcome to AGM, chair of the meeting as an impartial member not currently on the committee and ex-chair of Women in Agribusiness. Future AGM's to be chaired by the most recent and/or former Chair of the executive.
  - Housekeeping: raise concerns in chat box of any IT issues; mute mic when not speaking to eliminate background noise.
2. Minutes from last AGM [Appendix 1]
  - Minutes from 2021 AGM (Appendix 1) were verbally summarised.
  - Make a motion that read as true and correct: Laura Keenan
  - Seconded: Stephanie Sloan
3. Chairwomen's report [Appendix 2]
  - Activities: launch of website; development and undertaking survey monkey questionnaire to get feedback to develop aims/direction for the society; development of paid membership
  - Quarterly newsletters to go to paid members
  - Industry collaboration: engagement with Rural Women NZ and Grasslands NZ
  - Events: heavily impacted by covid-19 restrictions; one online event (Kim Reilly, Landpro) and one in person in Christchurch (Dana Caver);
  - Membership: over 700 people engaged on Facebook and over 100 people on the email server; membership is 62 with 40 paid members
  - Executive: Ella Stokes, Abigail Lovett, Anna Fenemor, Sarah McKenzie, Genevieve Steven, Jo Back, Steph Sloan, Briar Loveridge
  - Closing: Steph is stepping down as Chair, looking forward to continuing to be involved
  - Make a motion that read as true and correct: Laura Keenan
  - Seconded: Briar Loveridge
4. Treasurers' report [Appendix 3]
  - First actual financial report as started taking memberships in 2021;
  - 40 paid members, looking to grow the number of members in 2022
  - \$1,600 income from memberships
  - expenses for guest speaker, website
  - total profit \$1,100 (to be allocated towards guest speakers and events)
  - Anna's last year in the role, enjoyed watching the organisation grow and continue to do so
  - Make a motion that read as true and correct: Anna Fenemor
  - Seconded: Genevieve Steven
5. Questions?
  - nil

6. Nominations for executive committee:

- Nomination and election process: all positions are available for election at the AGM; tenure is for a one year duration, underlying expectation that it would be for longer (if possible) to allow for continuity (but not essential), currently unpaid positions (all executive members also pay to belong to society), there is huge amount of value in gaining experience in a governance role, lots to learn and share with the group; Laura ran through the role of each committee member (Appendix 4). Work through each position and invite nominations; each person to send a private message to Steph with their vote. Steph to tally the votes and announce who has been successful
- Roles available – 8 positions
  - o Chair (1)
    - Nominated: Genevieve Steven, Sarah McKenzie
    - Votes: Genevieve Steven [10], Sarah McKenzie [2]
    - Elected: Genevieve Steven
  - o Vice- chair (1)
    - Nominated: Sarah McKenzie
    - Elected: Sarah McKenzie
  - o Secretary (1)
    - Nominated: Rebecca Dalrymple, Ella Stokes, (Abigail Lovett, decline)
    - Votes: Rebecca Dalrymple [8], Ella Stokes [4],
    - Elected: Rebecca Dalrymple (requires acceptance)
  - o Treasurer (1)
    - Nominated: Jo Back, Sarah Perriam (decline), Katy Moffat (decline), Briar Loveridge (decline)
    - Elected: Jo Back
  - o Social Media (1)
    - Nominated: Ella Stokes, Briar Loveridge (decline), Gabby Cashmore, Chelsea Smith
    - Votes: Ella Stokes [3], Gabby Cashmore [7], Chelsea Smith [2]
    - Elected: Gabby Cashmore
  - o New member liaison (1)
    - Nominated: Ella Stokes, Chelsea Smith, Briar Loveridge (decline)
    - Votes: Ella Stokes [7], Chelsea Smith [5],
    - Elected: Ella Stokes
  - o Committee member (2)
    - Nominated: Chelsea Smith, Briar Loveridge, Anna Deans, Katy Moffat, Millie Brooker, Cheyenne Wilson (decline), Sarah Perriam
    - Votes: Chelsea Smith [5], Briar Loveridge [3], Anna Deans [3], Katy Moffat [2], Millie Brooker [3], Sarah Perriam [9]
    - Elected: Sarah Perriam, Chelsea Smith
- Thank you to everyone who put their name forward, great that we had so many people standing. Looking forward to 2022.

7. Closing. Thank you to everyone who attended the AGM. We look forward to growing the membership base and building up events in 2022. Meeting drawn to a close 5 pm.

## APPENDIX 1: Women in Agribusiness (NZ) 2021 AGM Minutes

**AGM:** via zoom, Monday 1 February, 2021

**Foundation committee:** Sarah McKenzie, Rachel Dickie, Jess Dunbar, Joanne Back, Anna Fenemor, Abigail Lovett, Steph Sloan, Laura Keenan, Ella Stokes

**Others:** Briar Loveridge, Genevieve Steven

**Apologies:** Kate Stewart



---

### Agenda and minutes:

1. Meeting opened Monday 1 February 2020, 4:37 pm
2. Approve minutes from previous AGM
  - Steph moved, seconded Ella
3. Chair Report
  - Laura Keenan: Appendix A1
  - Jo moved, Steph seconded
4. Secretary Report
  - Abigail Lovett: Appendix A2
  - Jess moved, Ella seconded
5. Treasurer Report
  - Anna Fenemor: Appendix A3
  - Rachel moved, Abigail seconded
6. Election of 2021 committee
  - Revoking of nominations – nil.
  - Role descriptions, committee acknowledged agreement.
  - Chairperson x 1:
    - Nomination/s: Ella Stokes; Stephanie Sloan
    - Elected: Stephanie Sloan
  - Vice-chairperson x 1:
    - Nomination/s: Ella Stokes; Sarah McKenzie
    - Elected: Ella Stokes
  - Treasurer x 1:
    - Nomination/s: Anna Fenemor
    - Elected: Anna Fenemor
  - Secretary x 1:
    - Nomination/s: Abigail Lovett
    - Elected: Abigail Lovett
  - Communications x 1:
    - Nomination/s: Renee Fa’atui, Briar Loveridge, Genevieve Steven
    - Elected: Genevieve Steven
  - New member liaison x 1:
    - Nomination/s: Sarah McKenzie
    - Elected: Sarah McKenzie
  - General committee members x 3:
    - Nomination/s: Jo Back, Rachel Dickie, Renee Fa’atui, Briar Loveridge
    - Elected: Jo Back, Rachel Dickie, Briar Loveridge
7. General business

- Next meeting update from Anna F: to be held at 1 pm FMG in Palmerston North on 18<sup>th</sup> Feb, Linda Stewart, 'building a brand' activity; confirmation of Alison Watters and her journey into governance; evening dinner at Little Savannah; FB event; need to share with others and
  - Website: have made some progress and ready to publish
  - Strategy: vision and values, need to progress with the material Sarah to facilitate
  - Thank you to Jessica Dunbar for serving on the committee.
8. Adjournment Monday 1 February 2020, 5:18 pm

### **A1. Chairperson report: Laura Keenan**

The past year has held many positives and negatives for all associated with WAG and in their primary industry roles. It has been a year for many firsts:

- Our first online sessions
- Our first strategy session for the executive and the association
- Our first patron appointment
- Our first year as an incorporated society

In addition, we have held two face to face events for 2020 and had an array of zoom meetings as a group and planning from an executive point of view. There were over 50 people who attended our face to face meetings and various joining online, an experience we have learnt a lot from, and intend to improve on into the future. There are currently more than 550 people engaged with the group on social media and almost 100 on the email list for the group. This represent an incredibly exiting time for this organisation with it still very much in a growth phase. We are looking to hold our first, and all of our sessions this year, in a face to face format to ensure members get the full experience when the attend our events, also with the option to video call in from areas around the countryside.

The exec is currently made up of

- Chair: Laura Keenan
- Vice-Chair: Steph Sloan
- Secretary: Abigail Lovett
- Treasurer: Anna Fenemor
- Publicity and Events: Ella Stokes
- New Member Liaison: Sarah McKenzie
- General Committee: Jo Back, Jess Dunbar, and Rachel Dickie

I would personally like to thank all committee members for giving up their time and providing an immense amount of effort for getting this organisation to where it is today. Your Hard work, enthusiasm and positive attitudes do not go unnoticed. Thankyou. In addition, I would also like to acknowledge Top Paddock Consulting and Landmark Advisory Limited, two consulting businesses which have sponsored speaker travel and sessions over the past two years. This work could not have been done without your support. Thankyou.

This will be my last meeting as Chair of this group. You have all shaped a huge amount of my learnings in this sector and I look forward to seeing all of you in the future.

Kia Kaha,

Laura Keenan.

## A.2 Secretary report: Abigail Lovett

The Women in Agribusiness foundation committee was elected in April. Since inception, the WAG committee has held a number of committee and planning meetings, strategy planning sessions, and a facilitated strategy session. Two in-person engagement events were organised and held in 2020, the first in Palmerston North in February and the second in both Christchurch and Palmerston North in September. The committee continues to make use of zoom as a platform for regular meetings and offers zoom as an option for remote attendance to in-person events. The committee plans to hold a minimum of two engagement sessions each calendar year (e.g., February, September) and regular remote meetings (e.g., via zoom).

A summary of WAG Committee meetings and events held in 2020:

- 11 February, 2020 Engagement Event, Palmerston North (+ zoom)
- 9 April, 2020 Election of foundation committee (zoom)
- 26 May, 2020 Committee meeting (zoom)
- 2 July, 2020 Committee meeting (zoom)
- 31 August, 2020 WAG LEAP Session Planning Meeting (zoom)
- 2 September, 2020 LEAP #1 Palmerston North (+ zoom)
- 3 September, 2020 LEAP#2 Christchurch (+ zoom)
- 8 September, 2020 *Formalisation of incorporated society*
- 30 October, 2020 Strategy Preparation #1 (zoom)
- 20 November, 2020 Strategy Preparation #2 (zoom)
- 25 November, 2020 Strategy Session, Lincoln (+ zoom)
- 1 February, 2021 AGM (zoom)

## A3. Treasurer report: Anna Fememor

Currently Women in Agribusiness is in the final stage of setting up a bank account. We hope to have this all tidy within the next month. We have an invoicing system set up and ready to start the ball rolling with officially receiving sponsorships/donations and/or memberships as soon as able.

Forecast budget for the year 2021

expenses	Projects costs (\$)
stationary/postage	\$50
Website	\$230
Food	\$200
Venue Hire	\$200
Travel	\$100
Gifts	\$280
Society	\$75
total	<b>\$1,135</b>
<b>Income</b>	
Subs (50 @ \$30)	<b>\$1,500</b>
Donations	\$0
<b>Projected Balance</b>	<b>\$365</b>

## APPENDIX 2: Chair report (Stephanie Sloan)

*Following on from a year of firsts, we continue to operate in the online space as the world remains impacted with a flow on effect of cancelled and postponed events. However, this has given the committee a fantastic base foundation on which to build our incorporated society and proud to say that we have accomplished several fundamental milestones.*

- *Creation of our website: (<https://www.womeninagribusinessnz.org.nz/>) which continues to provide information on past and upcoming events across the country, what WIA is about and how to connect with the committee or sign up to become a member.*
- *Development of a paid membership: something following the survey taken by over 50 women last year that came through strongly was a paid membership platform. The annual membership of \$40 enables the committee to continue to provide top quality speakers at face-to-face and online events.*
- *Newsletter updates: Quarterly newsletters that go out to the paid membership with information relevant to our database, job opportunities as well as timely extras and delicious recipes!*
- *Industry collaboration: We have been lucky enough to connect with several organisations this year, Rural Women NZ where we are looking to share the opportunities to grow our memberships and Grasslands NZ who very kindly sponsored a WIA member attendance at the annual Grasslands conference (postponed twice). This conference focuses on agronomic and animal production research relevant to NZ farming systems.*

*In addition, despite the covid landscape we have held a couple of events in 2021, both in person in Christchurch and over zoom and were lucky enough to hear from Dana Carver from DairyNZ and Kim Reilly from Landpro, alongside personal development opportunities incorporated into our sessions.*

*This year we currently have more than 740 people engaged with our group on social media and now over 100 on the email list for the group. This represents an incredibly exiting time for this organisation with it still very much in a growth phase. Membership numbers as of March are 62 and this continues to grow since it started in September 2021.*

*The exec is currently made up of*

- |                                       |                           |
|---------------------------------------|---------------------------|
| ○ Chair:                              | Steph Sloan               |
| ○ Vice-Chair:                         | Ella Stokes               |
| ○ Secretary:                          | Abigail Lovett            |
| ○ Treasurer:                          | Anna Fenemor              |
| ○ New Member Liaison:                 | Sarah McKenzie            |
| ○ Engagement: Social Media & Website: | Genevieve Steven          |
| ○ General Committee:                  | Jo Back & Briar Loveridge |

*I would like to personally thank all my committee members for giving up their time and providing an immense amount of effort for getting this organisation to where it is today. Your hard work, enthusiasm and positive attitudes do not go unnoticed. A lot of this year has been about building a base foundation for the incorporated society and predominately mundane activities so thank you.*

*This will be my last meeting as Chairwomen of this group. You have all shaped a huge amount of my learnings in this sector both personally and professionally and I look forward to seeing all of you in the future.*

*Regards, Stephanie Sloan*

### APPENDX 3: Treasurer's report

## Women In Agribusiness

Financial Report for year 1/7/2021 – 05/03/2022		
<b>Income</b>		
Memberships (38)	1520	
Donations	0	
Interest	0.12	
		1520.12
<b>Expenses</b>		
Guest speakers	-283.49	
Advertising	-150.23	
Stationary	0	
Bank Fee	-0.9	
		-434.62
<b>Net Profit</b>		<b>1085.5</b>

Anna Fenemor

## **APPENDIX 4: Summary of roles defined on the Women in Agribusiness (NZ) executive**

### **Women in Agribusiness Committee Purpose**

- Organise events to connect, educate and support the WIA incorporated society.
- Provide regular updates and industry insights via the Facebook page and quarterly newsletter.
- Create and manage systems to support the efficient running of the organisation, including the website, email account, bank account and membership subscription.

### **Women in Agribusiness Committee Role Descriptions**

#### **Chairwoman**

- Lead committee and WIA.
- Chair committee meetings.
- Provide leadership and support strategic direction of committee and organisation.
- Ensure committee is meeting targets and fulfilling its role, follow-up as required.
- Attend events where/when possible.
- Provide signatory on bank account, funding applications and other admin relating to WIA.
- Writes a chairperson report for the quarterly newsletter.

#### **Vice-Chair**

- Support the chairwoman in her role.
- Provide support to the wider committee and pick up work where needed.
- Generate ideas to support the committee and organisation.
- Supports with quarterly newsletter content.

#### **Secretary**

- Prepare minutes for each meeting, circulate these around the committee promptly after each meeting, and incorporate edits as required.
- Support the chairwoman in the efficient running of the committee meetings (e.g., keep to the agenda and action points from the last minutes).
- Send and/or organise calendar invites and links to upcoming meetings to the committee.
- Supports with quarterly newsletter content.

#### **Treasurer**

- Manages record keeping of incoming and outgoing expenses, including reimbursements.
- Provides a finance report at each committee meeting.
- Manages recording of paid memberships.
- Has access to the bank account.
- Supports with quarterly newsletter content.

#### **New Member Liaison**

- Manage new membership registrations and liaise with treasurer to ensure membership payment is made and accounted.
- After events, follow up with registered participants to invite them to become a paid member.
- Manage responses to the gmail account.
- Send emails to membership base ahead of after meetings to keep them informed.
- Supports with quarterly newsletter content.

#### **Engagement: social Media & website**

- Manages the WIA Facebook page.
- Aims for 2-3 posts per week to ensure regular engagement.
- Manages any queries that come via the Facebook page.
- Looks after the website – ensures it is up to date and all events are posted on the website.
- Supports with quarterly newsletter content.

**General Committee Member x2**

- Support with national and regional event organisation.
- Generate ideas to support the committee and organisation.
- Support with content for the quarterly newsletter.
- Other tasks as delegated / volunteered.

***Other tasks to be assigned based on skill set of committee:***

- Creation of quarterly newsletter
- Ideas and support for new initiatives as they are developed
- Promotion of WIA amongst peers and profession and encouragement of membership.