



# **AGENDA**

## **HFESNZ 36th Annual General Meeting**

**Thursday 23 June 2022**  
**1 – 4pm (finish time approximate)**  
**Held Via Zoom**

RSVPs and apologies to Carole [admin@hfesnz.org.nz](mailto:admin@hfesnz.org.nz)

**1:00 pm AGM commences**

1. Attendance
2. Apologies
3. Minutes of previous meeting, matters arising
4. Chairperson's report – Vanessa Beanland
5. Financial report - financial statements for year ended 31 March 2022
6. Membership fee credit for committee members
7. Election of Officers – nominations received
8. General Business
9. Close of meeting

**Presentations:**

**2:00 pm Safety Science and Systems Thinking**  
**– Presentation by Emeritus Professor David O'Hare,**  
**HFESNZ founding member**

**2.45 pm Workforce Development Presentations**

- Workstream 1 – Liz
- Workstream 2 – Fiona
- Workstream 3 – Karl
- Workstream 4 - Rachael

**3.30 pm BYO Port of Departure / Informal Chatter**

## Human Factors and Ergonomics Society of New Zealand Annual General Meeting Minutes

Date: Date **22 June 2021**  
Started **1:00pm via Zoom link emailed to all members**

**PRESENT: (Need 10 for quorum)** Hamish Mackie, Vanessa Beanland, Lyn Garrett, Fiona Trevelyan, Stephen Legg, Kirsten Olsen, Dave Moore, Jane Pierce, Karen Goodfellow, Alaska White, Charlene Mathern, Joseph Fletcher, Margaret Trotter, Lynley Ward, Nicola Green, Liz Ashby, Dan Nathan-Roberts, Marion Edwin, Finnbar Grieve, Sue Alexander, Rachael Gordon, Karl Bridges, Bob Henderson, Matt Harris

MINUTE TAKER: Carole Unkovich

AGENDA	Decision / Discussion	Decisions / Action Point
Apologies	Apologies Sarita Dara, Leanne Hunter, Laurie Earl, David Tappin, Rachel Dykes, Joanne Crawford Paul Dickinson, Louise Malcom, Leona Dann, Richard Parker	<b>Motion:</b> to accept apologies as listed <b>Moved</b> Hamish Mackie / <b>Seconded</b> Marion Motion accepted.
Minutes of previous meeting  Matters arising	<u>Matters arising</u> – <b>no matters arising from those.</b>	<b>Motion:</b> that the Minutes of 18 June 2020 be confirmed. <b>Moved:</b> Dan / <b>Seconded:</b> Karl Bridges Motion accepted.
Annual Report Hamish Mackie	Key points from the written report were discussed... Hamish went through the Annual report and key points that were in the report distributed to the members on 21 June 2021. Marion covered off highlights of the HASANZ report that was in the Annual report distributed to the members on 21 June 2021. Marion covered off the highlights of the PAB report that was included in the Annual report distributed to the members on 21 June 2021.	<b>Motion:</b> that the Annual Report be accepted <b>Moved</b> Hamish Mackie / <b>Seconded</b> Dave Moore Motion accepted

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Financial Report	<p>Karl covered off the financials that were included in the annual report sent to all members.</p> <p>It was agreed by the Committee that no review of the financial report would be carried out for the financial year end for 2021. No member requested that they be reviewed.</p>	<p><b>Motion:</b> that the annual financial statement for the year ended 31 March 2021 be approved.</p> <p><b>Moved</b> Karl Bridges</p> <p><b>Seconded</b> Fiona Trevelyan Motion accepted and all in favour.</p> <p>Bank signatories to be organised at the first committee meeting on 6 July 2021 with the new committee.</p>
Election of Officers	<p>The following nomination forms had been received for:</p> <ul style="list-style-type: none"> <li>• Vanessa Beanland</li> <li>• Matt Harris</li> <li>• Charlene Mathern – PAB</li> <li>• Rachael Gordon – PAB</li> <li>• Leanne Hunter - PAB</li> </ul>	<p><b>Motion:</b> that the nominations received be accepted.</p> <p><b>Moved</b> Hamish Mackie / <b>Seconded</b> Dave Moore Motion accepted</p> <p>The incoming committee for 2021 will be as follows:</p> <p>Chair – Vanessa Beanland Secretary – Fiona Trevelyan Treasurer – Karl Bridges</p> <p>Committee Members – Hamish Mackie, Karen Goodfellow, Lyn Garrett/Rod Adank, Laurie Earl, Matt Harris</p> <p><b>PAB Convenor</b> – Hannah Trevett, Charlene Mathern, Rachael Gordon and Leanne Hunter</p>
General Business	<ul style="list-style-type: none"> <li>• Karl had a discussion around a new group that he is going to set up – systems thinking group.</li> <li>• There was a discussion around the IEA representative and Marion Edwin said she would be happy to be in this position with help from Katie Buckley.</li> </ul>	

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	<ul style="list-style-type: none"> <li>There was a discussion around the upcoming conference on 1 September.</li> </ul>	
Close of meeting	Hamish thanked everyone for attending and closed the meeting at 1:51pm.	