

## Notice of 85<sup>th</sup> Annual General Meeting

### AGENDA

Annual General Meeting of the Funeral Directors Association of New Zealand held on Tuesday 30 November 2021, as a virtual Zoom meeting commencing at 2:00pm.

1. Welcome
2. Quorum / Apologies
3. Obituaries & Welcome New Members
4. Confirmation of Proxies received
5. Minutes of the Annual General Meeting held at the Rydges Latimer Hotel, Christchurch on Thursday 12<sup>th</sup> November 2020 & Matters Arising
6. President's Report
7. Chief Executive's Report
8. Financial Statements
9. Reports
  - FSTT Report
  - ROVE Report
  - Funeral *care* Report
  - District Reports
  - Disaster Response Team Report
  - The Funeral Trust Report
10. General Business
  - Strategy Update
  - Advocacy
  - Other General Business
11. Announcement of Funeral Directors Association President for 2021-2022
12. AGM concludes 5:00pm

*Please note, the business of the meeting will be restricted to those items listed above unless approval is given by the President.*

*The AGM is for authorised representatives of members who are eligible to vote only.*

**PROXY FORMS:** *Members have the right to appoint a proxy for this meeting, proxies must be received no later than 2:00pm Monday 29 November, please contact [info@funeraldirectors.co.nz](mailto:info@funeraldirectors.co.nz) for a proxy form.*

# | 2020 AGM MINUTES

Funeral Directors Association of New Zealand 84<sup>th</sup> Annual General Meeting held at Rydges Latimer Hotel, Christchurch on Thursday 12<sup>th</sup> November 2020

## Welcome & Apologies

Gary Taylor welcomed everyone to the meeting at 9:05am. David confirmed that there is a quorum of 25 members present in the meeting. Gary opened the AGM.

## Present

**President:** Gary Taylor

**Vice President:** Rachel Benns

**Board Members:**

Richard Fullard

Peter Giddens

Andrew Malcolm

Phillip Meyer

**Chief Executive Officer:** David Moger

**National Office Staff:** Sara Montgomery, Bruce Reid, Mark Chaafe

## Member Firms:

Name	Firm
Allen Pukepuke	Haven Falls Funeral Home
Andrew Malcolm	Kapiti Coast Funeral Home
Barry Hayman	Paterson's Funeral Services
Carla Vaetoe	Simply Cremations
Casey Martin	Eagars Funerals
Chris Andrews	Jones & Company
Clark Campbell	Campbell & Sons
Craig Little	Davis Funerals
Derek Mossman	South Waikato Funeral Services
Donna Jenkins	Hope & Sons
Eion McKinnon	McKinnon Funeral Group
Elizabeth Goodyear	Gillions Funeral Services
Gary Taylor	Morris & Morris
Gavin Murphy	Gee & Hickton
Geoff Botherway	The Wilson Funeral Home
Graeme Rolston	Waikanae Funeral Home
Heather Young	Taupo Funeral Services
Jim Goddin	Grinter's Funeral Home
Jim Wilson	Aoraki Funeral Services
Keith Gillions	Gillions Funeral Services
Kiri Randall	Legacy Funerals
Mark Glanville	G Barrell & Sons Simplicity
Mark Graham	Grahams Funeral Services,
Maureen Horton	Taumarunui Funeral Services

Merryn Malcolm	Kapiti Coast Funeral Home
Michael Hill	Harvey Bowler Funeral Services
Michelle Dunstall	Dunstall's Funeral Services
Michelle Pukepuke	Haven Falls Funeral Home
Neil Little	Geards Funerals
Peter Giddens	Richmond Funeral Home
Peter Yearbury	Jason Morrison Funeral Services
Rachel Bennis	Resthaven Funeral Home
Richard Fullard	Osbornes Funeral Directors
Robert Hoetjes	Hagedorns Buller Funeral Services
Roddy McKinnon	McKinnon Funeral Group
Shane Cotton	William Cotton & Sons Ltd
Sharron Hanley	Macdonald & Weston Funeral Home
Shelley Wilson	Aoraki Funeral Services
Simon Manning	Harbour City Funeral Home
Stephen Dil	Dil's Funeral Services
Stephen Parkyn	Lamb & Hayward
Tony Garing	John Rhind Funeral Directors
Tracey Friend	Tararua Funerals Ltd
Wade Downey	Rowley's Funerals
Wayne Thompson	Thompson Funeral Directors
Wilson Fraser	J Fraser & Sons Ltd

## Apologies

Willetts Funeral Services – *Steve Butler & Matthew Evans*  
 I C Mark Ltd - *Denis & Kathryn Mark*  
 Ana-Maria Funeral Services – *Ana-Maria Richardson*  
 Gateway Funeral Services - *Bradley Shaw*  
 VJ Williams & Sons - *Phil & Janene New*  
 Matuku Funerals - *Laura & Mark Manson*  
 Rosewood Funeral Home - *Lynette & David Dew*  
 Croft Funeral Home – *Robert Sinclair*  
 Robert J Cotton Funeral Directors – *Hayden Cotton*  
 Pickering Funeral Services – *Michael Pickering*  
 Jason Morrison Funeral Services – *Jason Morrison*  
 Wairarapa Funeral Services – *Robert Milne*  
 Elliotts Funerals - *Neil & Lyn Gedge*  
 Shone & Shirley Funeral Directors - *Alastair & Emma Hebbard*  
 Avenal Park Funeral Home - *Nigel & Christine Edwards*  
 Ray Bestwick – *Watersons Funeral Services*  
 Paul Dunstall – *Dunstall Funeral Services*  
 Katherine Dunstall – *Dunstall Funeral Services*

**Gary moved to accept the apologies. Eion McKinnon seconded.**

**The motion was carried without dissent.**

## Welcome New Members

David read out the list of new members since the last AGM.

- Simply Cremations & Simplicity Bereavement Services (Hamilton & Tauranga) - *Carla Vaetoe*
- Simplicity Bereavement Services (Hamilton) - *Carla Vaetoe*
- Ana-Maria Funeral Services (Hamilton) - *Ana-Maria Richardson*
- Matuku Funerals (Takaka, Nelson) – *Laura & Mark Manson*
- Haven Funeral Services (Huntly) – *Bryce and Carla Mounsey*
- Geards Funeral Home (Kaitaia) – *Maryanne Moore*
- Invercargill Cremations – *Manager Sharron Hanley*

Gary welcomed our new members.

## Obituaries

**HILL, James Roy (Jim)**

*Jim was the founder of James R Hill Funeral Directors in Hamilton.*

**CHRISTISON, Diane**

*Ian and Diane owned Regal Manufacturers. Diane is the mother of Emma and mother-in-law of Matt Worthington present owners of Regal Manufacturers.*

**JAGGER, Ray**

*Ray was a FDANZ Foundation Member. He started his career in 1965 at H. Morris Funeral Services and went on to become the owner of H. Morris Funeral Services in 1986. Ray was a 'gentleman' and much respected in the Funeral Industry.*

**FLEMING, Jim**

Central Hawkes Bay

Gary asked everyone to stand for a moment of silence.

## Proxies

Gary asked David what proxies have been notified.

David read the following list:

Guardian Funeral Home – *appointed Simon Manning (Harbour City Funeral Home)*

Robert J Cotton Ltd – *appointed Peter Giddens (Richmond Funeral Home)*

Croft Funeral Home – *appointed Peter Giddens (Richmond Funeral Home)*

Morrison Funeral Directors – *appointed Rachel Benns (Resthaven Funerals)*

Sibuns Funeral Directors & Advisors – *appointed Rachel Benns (Resthaven Funerals)*

H Morris Ltd – *appointed Mark Glanville (Simplicity Funerals Christchurch)*

Forrest Funeral Services – *appointed Mark Glanville (Simplicity Funerals Christchurch)*

Academy Funerals – *appointed Tony Garing (John Rhind Funeral Directors)*

Geoffery T Sowmans Funeral Directors – *appointed Gavin Murphy (Gee & Hickton)*

Hope & Sons – *appointed Tony Garing (John Rhind Funeral Directors)*

IC Mark Ltd – *appointed Andrew Malcolm (Kapiti Coast Funeral Home)*

Simplicity Nelson – *appointed Gavin Murphy (Gee & Hickton)*

Central Hawkes Bay Funeral Services – *appointed Katherine Dunstall (Dunstall's Funeral Services)*

Scotts Funeral Services – *appointed Gary Taylor (Morris & Morris)*

Gateway Funerals – *appointed Jim Goddin (Grinters)*

## Calls for Items of General Business

Gary asked if there were any items of general business. No items were raised.

## Minutes of the 2019 AGM held at Rydges Hotel, Wellington on Thursday 17<sup>th</sup> October

**Derek Mossman moved that the minutes from the previous meeting be accepted as a true and accurate record. This was seconded by Wade Downey.**

**The motion was carried with no dissent.**

### Matters Arising

Gary asked if there were any matters arising from the minutes present. There were no matters arising.

### Long Service Recognition

Gary acknowledged the 2 long service recipients: Denis Mark and Barry Hayman. Gary thanked them for their contributions to the funeral industry and invited Barry Hayman up to the stage to receive his certificate. Denis Mark was not present at the meeting and had received his certificate in a private presentation in Levin from CEO David Moger prior to the AGM.

### President's Report

Gary presented his report and thanked Simon Manning and Geoff Botherway for their support throughout the COVID response. He also extended his thanks and admiration to David, and the National Office team for their work this year. Gary also thanked the members for the work throughout the COVID process and reiterated the need for the Association to be one voice.

### CEO Report

Gary asked if there were any questions on the tabled CEO report. No questions were asked.

### Financial Statements

John Sexton, accountant, joined the meeting for the presentation of the financial statements which had been sent to the members before the AGM.

There were some questions raised by members which were answered by the CEO.

**Gary moved to accept The Funeral Directors Association Annual Accounts for 30 June 2020. This was seconded by Jim Goddin.**

**The motion carried without dissent.**

John Sexton left the meeting after the motion was carried.

### Appointment of Auditor

Gary updated the members that the board has not yet made a decision on the appointment of auditors for next year.

### Reports Tabled

Gary invited Phillip Meyer as Chairman of the Prepaid Funeral Trust to speak. Phillip spoke to the members and asked for a show of hands supporting the proposed move in asset allocation and the transition to a fee's free basis. There was broad support across the room for both these proposed changes.

## General Business

### *Membership*

Richard Fullard opened with a brief background leading to the paper that was sent out with the AGM papers.

**Richard moved to approve the new basis for membership subscriptions as proposed in the paper sent out before the AGM. This was seconded by Mark Glanville.**

Gary opened the floor for discussion.

A wide-ranging discussion occurred over the proposed membership paper. Members voiced concern in the potential deficit that would come from adapting the new membership model, as well as the consolidation of the district fees, the fact that larger members still will be paying significantly more than smaller members under the new model, and the implications for paying \$15 on a direct cremation/infant funeral.

Following this discussion, Gary put the motion to the membership for a vote.

**The motion was carried unanimously with no dissent.**

### *Standards*

Gary invited Andrew Malcolm to speak to the standards. Andrew opened with a brief background leading to the new standards paper that was sent out with the AGM papers.

**Andrew moved that the new set of standards be adapted by the Funeral Directors Association with immediate effect. This was seconded by Roddy McKinnon.**

Gary opened the floor for discussion.

A wide-ranging discussion ensued, and members asked questions around how they should use the standards, what the consequences for failing to meet the standards would be, and some clarification around some of the points, such as written estimates. There were comments that those standards do not go far enough.

Following this discussion, Gary put the motion to the membership for a vote.

**The motion was carried unanimously with no dissent.**

The AGM broke for lunch.

Gary welcomed everyone back to the meeting at 1:35pm.

## COVID-19 Review

Gary opened with a brief look back to the COVID-19 lockdowns and disaster response plan. He thanked Simon Manning, David, the National Office, and members for their work during COVID-19. He invited David to come speak on the recovery plan.

## COVID-19 Recovery Plan

David provided the background of the COVID-19 recovery plan and introduced the rationale of moving to a new brand identity.

**Gary moved that the membership adopt the new brand and marketing campaign as tabled. Jim Goddin seconded.**

Gary opened the meeting for discussion.

A wide-ranging discussion was held, and members voiced support for the new branding, as well as concerns that the public may still not recognize the brand despite the change. There were also concerns that accepting the proposed brand would limit the movement towards Funerals New Zealand or a larger encompassing brand. Members were keen to understand how the new branding would be publicized, David referred to the presentation as this clarified the plan.

Following this discussion, Gary put the motion to the membership for a vote.

**The motion was carried with 2 against.**

**Stephen Parkyn motioned that FDANZ approach NZEA to initiate a pathway towards unifying both associations into one. This was seconded by Wade Downey.**

**The motion was carried with 6 against.**

## STRATEGIC UPDATE

David provided the membership with an update on the strategy following member feedback from last year's AGM. This included a revised vision statement and mission statement, an updated set of qualities and a set of objectives defining members as the centre of everything the Association does.

## STRATEGIC PILLARS

David went on to provide updates on the strategic pillars and advised that the Membership and Standards pillar were covered earlier in the meeting.

### *Research*

David invited Rachel up to speak. Rachel updated members that we are planning to commission research through Auckland university, and we are partnering with the Grief Centre to do this. Auckland university has updated us that they are unsure about their resourcing capacity and this project will be delayed until early 2021 at the earliest.

### *Promotion of the funeral trust*

David provided an update on the funeral trust promotion being delayed by Covid19. The Association has launched a new website with the ability for members to go in and see their balances held.

### *Education*

Gary provided an update on the education pillar. It was noted that there is still no certainty over a programme of study for both the funeral directing and embalming courses for next year and that this was the responsibility of FSTT.

Gary reported that the Association has been working closely with Open Polytechnic on the development of the programme of study for the funeral directing course and that this would be an online solution supported by networking groups that the Association will facilitate.

Members expressed general concerns about the lack of the promised programme of study for both funeral directing and embalming and how both are important for members. Responding on behalf of FSTT, Tony Garing commented that FSTT was doing the best it could, noting that the Association had engaged with Open Polytechnic on the funeral directing programme and not the embalming programme which remained solely with NZEA and FSTT.

Gary then outlined the Association education plan which includes providing training solutions for the period that someone joins the industry until they are ready to take the

qualification and then the ongoing professional development period following the qualification. The solutions being developed include an update and replacement for the Academy which will use the latest online learning techniques in conjunction with a workshop-based programme delivered across the country.

### President 2020/2021

David invited Richard to announce the new president. Richard announced that Gary would be president for the next year, and Rachel as the vice president.

Richard acknowledged Gary for his service to the Association and Rachel came up to present him with a gift.

### Conference 2021

David invited Michelle to present on the 2021 conference. Michelle invited everyone to the 2021 conference in Napier from March 1-3.

### AGM Close

Gary closed the AGM at 4:22pm.