



**The Chartered
Institute of Logistics
and Transport**

MINUTES OF THE 2020 ANNUAL GENERAL MEETING
of the Chartered Institute of Logistics & Transport in New Zealand Inc. held on the
14th October 2020 by Zoom Webinar in Reliance on Section 10 of the Covid-19
Response (Requirements for Entities – Modifications and Exemptions) Act 2020

The Meeting commenced at 7.32 pm.

1. **Present:** Members as per the attached Attendance Register. Keith Robinson declared that a Quorum of at least 10 Chartered Members and Chartered Fellows was present.
2. **Apologies:** Rob Mayo, Fiona Knight, Michelle McCormick, Robin Dunlop & Jean-Paul Thull. Moved these be sustained - Chris Gunn/Keith Robinson. **Carried.**
3. **Minutes of the 2019 Annual General Meeting:** There was no discussion on these Minutes. Moved they be accepted – Keith Robinson/Margaret Harris. **Carried.**
4. **President's Report:** Keith Robinson read out his report and highlighted several points:
 - The new structures and processes that were set up during the previous year were proving very beneficial.
 - The webinars that have been run by the Northern Section. The one on the proposed re-location of the Ports of Auckland had participants from several overseas countries and received many compliments.
 - The unfortunate need to cancel the Annual Awards Dinner in Auckland (due to Covid-19) and the fact that it has been replaced by two local events to present the Awards – Auckland and Christchurch.
 - Next year's Awards Dinner is scheduled for Wellington due to the perceived lesser risk of cancellation due to Covid-19 lockdowns.

He then moved the adoption of his report; seconded David Kriel. **Carried.**

5. **CILT AGM Adjourned to hold the Trust AGM**
6. **AGM of the Transport & Educational Trust – a separate Meeting:**
 - 6.1 **Chair Report:**

Glen-Marie Burns read out her report and moved its adoption; seconded Murray King. **Carried.**

6.2 Adoption of the 2019 TRET Accounts:

Glen-Marie Burns moved that the TRET accounts 1 April 2019 to 31 March 2020 be adopted; seconded Murray King. **Carried.**

She then made the following comments on the auditing of the Trust accounts:

“At last year’s AGM, there was a resolution that Michael Stowers is the appointed Auditor for the 2019–2020-year accounts. This week the Trustees have considered whether an audit is needed, in light of the likely cost of an audit (\$1725 in 2019) - that being almost half of what our 'profit' was for 2020.

- The Trust accounts have very few transactions.
- The Trust is not required to have an audit under the Charities Act (we are not a large or medium entity under that Act).
- The Trust Rules give the Trustees discretion re the audit (\$19.5 is the relevant one).

Given these reasons, the Trustees have agreed that the TRET accounts do not need to be audited for the Y/E 31 March 2020. I therefore move that:

- a. The Resolution at the 2019 AGM “That Michael Stowers is the appointed Auditor for the 2019–2020-year accounts” be rescinded;
- b. That the Trust accounts for the Y/E 31 March 2020 not be audited.”

Seconded Murray King. **Carried.**

6.3 Glen-Marie Burns moved to replace the Resolution on the Agenda with the following one:

“That the Trust Board exercise its discretion as to auditing the accounts for 2021.”

~~It is hereby **Resolved** that Michael Stowers, CA be appointed Auditor for the 2020/2021 financial year ending 31st March 2021.~~

Seconded Cormac McBride. **Carried.**

7. Trust AGM closed; Resume CILT AGM.

8. **Finances:** Keith Robinson moved to the report promulgated through the website and noted that CILT is now in a much more secure position, with a more professional approach to our accounting systems, thanks to the work by Cormac McBride in the past three years to introduce Xero and the updated database. He asked if there were any questions on the report. Murray King noted that it was a rather pleasing result in view of the issues CILT used to have. Speaking to his report, Cormac McBride noted that we now do a “Forward Cash Flow” for Council to review regularly. David Kriel asked if the subscription arrears are just a “timing issue”. Cormac McBride replied that John Knudsen as our Accounts Manager has been chasing up the overdue subs regularly, resulting in a significant reduction in the total. Keith Robinson noted that, of the \$22K subs currently invoiced, only half have gone ‘overdue’, i.e. more than 30 days in arrears. Cormac McBride then moved adoption of the Financial Report; seconded Diane Edwards. **Carried.**

9. **Resolution for the Appointment of Auditor:**

The following Resolution was moved by Cormac McBride: "That Michael Stowers is the appointed Auditor for the 2020 - 2021-year accounts." Murray King asked whether they have been audited or reviewed. Cormac McBride replied that he would have to check and revert. Chris Gunn noted that, according to the last three year's Minutes, the accounts were audited, but would also check. Keith Robinson noted he had a Representation Letter from Michael Stowers for the year just ended, so presumes that an audit was carried out. Murray King observed that the next accounts can therefore be reviewed instead of audited, thereby reducing costs. The motion was then seconded by Keith Robinson. **Carried.**

10. **General Business:**

Phil King asked if there would be more webinars in the coming year, for both Members and non-members. Keith Robinson confirmed that these would be increased as qualified speakers became available on a range of transport and logistics topics that would provide benefits to those wanting to learn from industry leaders.

Keith Robinson closed off the meeting with the observation that "the 2020 year has been "one out of the bag that caught everybody napping", but hopefully we could continue to move towards more normal years in future.

There being no further business, Keith Robinson closed the meeting at 8.03 pm.

Confirmed by Keith Robinson, FCILT
President, CILT NZ



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Date: 20th October 2020

CILT NZ 2020 AGM ATTENDANCE REGISTER

Attendees

Printed Name	Signature/Eventbrite Ticket No.	Grade
Keith Robinson	1480249863	FCILT
Cormac McBride	1480455307	FCILT
Dave Stewart	1480234773	FCILT
Murray King	1480240137	FCILT
Kris Lancaster	1488241625	CMILT
Glen-Marie Burns	1481816231	FCILT
Chris Gunn	1481683269	CMILT
Ashu Kedia	1480972869	Associate
David Kriel	1480243721	FCILT
Lynne Richardson	1480246597	Associate
Xuzhao Yan	1485753591	Associate
Tom Street	1481777847	CMILT
Nik Vorster	1481461177	Associate
Nick Dromgool	1480301207	CMILT
Rohit Victor	1480337387	U/35
Phil King	1480365309	CMILT
David Anderson	1480318317	CMILT
Matt Mindham	1480298451	Associate
Diane Edwards	1480275717	CMILT
Graeme Wilson	1480274429	CMILT
Chinthaka Abeywickrama	1480271487	FCILT
Parth Mehta	1487227949	CMILT
Margaret Harris	Email	CMILT
Dan Patrick	Linked online after AGM started	Associate

Apologies:

Rob Mayo	Email	Associate
Fiona Knight	Email	FCILT
Michelle McCormick	Email	CMILT
Robin Dunlop	Email	FCILT
Jean-Paul Thull	Email	FCILT