



# New Zealand Wool Classers Association Inc.

## ANNUAL GENERAL MEETING

Wednesday, 9<sup>th</sup> May 2018

At Pharlap Raceway, Pleasant Point Highway, Timaru

Meeting commenced at 3.18pm

**Board Members Present:** Bill Dowle (Chairman), Bruce Abbott (Executive Officer), Trudi Landreth, Struan Hulme (Vice Chairman), Don Urquhart and Terence Mulcahy

**Classers Members Present:** Rob Cochrane, Dave York, Janet Hackshaw, Brent Cole, Eric Laurenson, Marg Forde, Raelene McConachie, Graeme Bell, Marie Whiu, John McKenzie and Ian Kofoed

**Associate Members Present:** Donald Aubrey (Ben McLeod Station)

**Guests Present:** Tangi Matauwhati, Lynsey McIntosh, Laurie Boniface (S.I.T Wool Technology Tutor) and Barbara Newton (NZWCA Publicity Officer)

**Apologies Received:** Tony Cunningham (Board Member), David Daunton (Patron), Allan Frazer (Board Member), Tracey Paterson (Board Member), Vivienne Lewis (Board Member), Rose Barnett, Peter Hore, Nicola Peddie, Ken Gillespie and Alistair Eckhoff

*Move that the apologies be accepted and leave of absence be granted*

**Moved: Terence Mulcahy**

**Seconded: Marge Forde**

**CARRIED ALL**

## **CHAIRMANS WELCOME**

Chairman called for one minutes silence for the passing of our Life Member Bruce Tinnock, Renata Apatu and other classers that have passed over the last year.

## **MINUTES OF THE LAST AGM**

Meeting was held at the Burnside Rugby Room, 342 Avonhead Road, Christchurch on the 2<sup>nd</sup> of May 2018

Minutes circulated via email and taken as read

Matters arising from last AGM minutes: None

*Move that the minutes represent a true and correct record of the Annual General Meeting.*

**MOVED: Graeme Bell**

**SECONDED: Don Urquhart**

**CARRIED ALL**



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## FINANCIAL REPORT (01/01/2018 to 31/12/19)

Annual accounts circulated via email and taken as read

***Move that the Association's Financial Annual report be accepted***

**MOVED: Bill Dowle**

**SECONDED: Terence Mulcahy**

**CARRIED ALL**

- Current Annual Classer Registration Fee

***Move that Annual Classer Registration fee be increased by \$10.00 next year (2020)***

Full Membership	From \$120.00	To \$130.00
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**MOVED: Terence Mulcahy**

**SECONDED: Brent Cole**

**CARRIED ALL**

## CHAIRMANS REPORT

Circulated via email and taken as read

**APPENDIGE A**

***Move that the Chairman's report be accepted***

**MOVED: Ian Kofoed**

**SECONDED: Eric Laurenson**

**CARRIED ALL**

## EXECUTIVE OFFICERS REPORT

Circulated via email and taken as read

**APPENDIGE B**

Further discussion on;

- No further field days for this year have been arranged. The NZSCA has given us \$2000.00 towards field days. Bruce is attending the Shearing Contractors meeting next week and will discuss their involvement e.g. Local Contractor of area of field day being involved in field day.
- Disappointed to hear that Classers are discouraging Shed staff attending field days. The field days are for the whole industry not just NZWCA members and should be encouraged to attend.
- Disappointed to hear that classers are discouraging farmers to join as Associate members. The Association is and has been working very hard to encourage wider industry to join the Association as Associate members. We need Associate members to survive financially.
- WRONZ has given and five \$1000.00 scholarships for Wool Technology students.
- We have been invited to become a member of the National Council of Wool Interest for one year free of charge

***Move that the Executive Officers report be accepted***

**MOVED: Bill Dowle**

**SECONDED: Graeme Bell**

**CARRIED ALL**



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## ELECTION OF DIRECTORS

Vivienne Lewis stands down by rotation and does not wish to stand for re election

Bill Dowle nominated Marg Forde (A1260)

***MOVE that Marg Forde's nomination be accepted to the NZWCA Board as a replacement for resigning Board member Vivienne Lewis***

**MOVED: Bill Dowle**

**SECONDED: Raelene McConachie**

**CARRIED ALL**

## ELECTION OF PATRON

***MOTION to re-elect David Daunton (FX1136) as our patron***

**MOVED: Bill Dowle**

**SECONDED: Bruce Abbott**

**CARRIED ALL**

## MOTION A – Change Q Stencil format

Circulated via email and taken as read

There is a very distinct difference in grading XB wool as compared to Mid Micron wool This will give the NZWCA the ability to grant a stencil for wool handlers who are required to grade mid micron wool such as 1/2B hogget. By having a provisional stencil this also will give the NZWCA ability to ensure that the holder must submit clips for assessment before they qualify for a X or H

**QP - Provisional,**

Granted to a person who has passed the relevant Level 3 Wool Handling qualification, which includes a micro credit for grading.

The candidate is then required to have a **shed inspection** carried out by an NZWCA approved assessor, for both cross bred and mid micron

After 2 crossbred prepared clips have been approved they qualify for a

**QX stencil**

After 2 mid micron prepared clips have been approved they qualify for a

**QH stencil**

Once they have qualified for both breeds they will qualify for a

**QB stencil**

***MOTION to adopt new Q stencil structure***

**MOVED: Bruce Abbott**

**SECONDED: Bill Dowle**

**CARRIED ALL**



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## MOTION B – changes to Q stencil numbering

Circulated via email and taken as read

The existing numbering system for the Q stencil has been a separate system from the classers stencil.

It is proposed to include Q stencil numbering into the classing system and allocate a new number for those who are actively using the Q stencil.

This will assist by only having to operate one numbering system and when a Q stencil holder completes the required qualification to change over to being a classer the number does not need to be changed

***MOTION to integrate the existing active Q stencil holders into the full classer stencil numbering system***

**MOVED: Don Urquhart**

**SECONDED: Marg Forde**

**CARRIED ALL**

**ACTION: Bruce Abbott and Secretary**

## MOTION C – to amend address of Registered Office

Circulated via email and taken as read

### CURRENT REGISTERED OFFICE

- 1.1 **Registered Office:** The registered Head Office of the Society shall be at the offices of Meat & Wool New Zealand Ltd, Price Waterhouse Cooper Tower, 113-119 The Terrace, Wellington 6001.

**Change to** **Registered Office:** The registered Head Office of the Society shall be at the offices of Staples Rodway, 329 Durham Street, Christchurch. 8440.

**MOVED: Bill Dowle**

**SECONDED: Ian Kofoed**

**CARRIED ALL**

**ACTION: Bill Dowle and Secretary**

# New Zealand Wool Classers Association Inc.



## MOTION D – Recommended amendments to audit procedure with NZWCA accounts

Circulated via email and taken as read

Our accountants have advised the Directors that we as members may change our constitution to assist with the containing the compliance costs relating to auditing of our accounts. At present under the present constitution we could face an auditing cost in excess of \$5000 per year and by changing our constitution to have our accounts reviewed would reduce our cost to a minimal amount. Please note the accounts will still be prepared by professional accountants. In reality we have not had an Audit of our accounts for many years.

Accounting convention now is that an audit is not performed by most accounting practices due to the complexity, cost and audit requirements placed on the accounting firms. The use by NZWCA of Xero online accounting system which the Board Chairman can access at any time to monitor activity and Staples Rodway then prepare the annual accounts in in effect what most would consider a “review” being undertaken. If we demand an annual audit we will use all our reserves in very few years.

**The relevant existing rules are;**

### 27 AUDIT

**27.1 Proper Accounting Records:** The Society shall keep proper accounting records that shall be set out in such a manner as to enable them to be conveniently and properly audited, as well as being full, true and complete accounts of the financial affairs and actions of the Society.

**27.2 Audit of its Accounts:** The Society shall arrange for the audit of its accounts and the preparation of an annual income and expenditure account and an annual balance sheet by a member of the Institute of Chartered Accountants of New Zealand.

**27.3 Auditor shall be eligible for reappointment:** The auditor shall be eligible for reappointment. If the auditor dies or resigns during the year the Board of Directors shall take immediate steps to appoint a replacement auditor for the remainder of the year.

**27.4 Sign:** The Secretary shall sign every annual income and expenditure account and annual balance sheet.

**27.5 Annual Financial Statements etc.:** The Secretary shall present the annual financial statements together with the auditor’s report on the accounts at the next Annual General Meeting following the date of the report.

**27.6 Produce to the Auditor all books etc.:** The Secretary shall produce to the auditor all books, papers, accounts, statements, documents, receipts and securities required by the auditor in order to enable the auditor to carry out his/her duties, and to give to the auditor such information and explanation as he/she may reasonably require.

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**27.7 Deliver to the Registrar:** the Society shall within three (3) months of the end of the Society's Financial Year deliver to the Registrar a copy of the accounts for that Financial Year or that period, together with a certificate signed by the auditor. The auditor's certificate will state that the auditor:

- (a) **Carried out the Audit:** has carried out the audit of the accounts of the Society; and
- (b) **Seen Audited Accounts of the branches:** has seen in the course of the audit the audited accounts of the branches (if any) of the Society together with any reports made by the branch auditor on those accounts; and
- (c) **Duly Reported:** has duly reported on those accounts to the Society.

## Proposed Changes To Accounts Rules:

### New heading **27 Keeping of Accounts**

Replacement to clause 27.1 - **Proper Accounting Records.** The Society Shall keep online accounting records that shall be set out in such a manner as to enable them to be conveniently and properly prepared by using professional accountants following NZ Generally Accepted Accounting Practices (NZGAAP)

Clause 27.2 – Delete

Clause 27.3 – Delete

Clause 27.5 – Replace Auditor's with Accountants

Clause 27.6 – Delete

Clause 27.7 – Replace Auditor with Professional Accountant

Clause 27.7 (a) – Delete

Clause 27.7 (b) – Delete

**New Clause:** At the AGM or a specially called meeting (Under Clause 23.14) the membership may call for a review, or if felt to be required, an Audit of the accounts.

**MOTION to accept these changes**

**MOVED: Bill Dowle**

**SECONDED: Terence Mulcahy**

**CARRIED ALL**

**ACTION: Bill Dowle and Secretary**



# New Zealand Wool Classers Association Inc.

## MOTION E – Clause 14.1 to Increase number of board members

Circulated via email and taken as read

Increase the of board members to Maximum to 12

This gives the board ability to appoint board members from other section of the wool industry such as Wool Broker, Wool Scour etc

*Marg Forde asked what the current Boards make up was between Classers and Industry;*

Bill Dowle	Chairman	Classer	D1017	South Island
Struan Hulme	Vice Chairman	Classer	A525	South Island
John Sanders	Owner Classer	Classer	M1577	South Island
Trudi Landreth		Classer	A2156	North Island
Tracy Paterson		Classer	M2154	South Island
Vivienne Lewis (Resigned)	Shearing Contractor	Classer	X2133	North Island
Terence Mulchay		Classer	D1453	South Island
Don Urquhart	Federation of Wool Merchants	Classer	M486	South Island
Roger Fuller	NZ Wool Brokers			South Island
Tony Cunningham	NZ Scouring Industry			South Island
Alan Frazer	Independent Director			North Island

*Classers expressed that they are happy to accept this change as long as the split of Board is 50/50 Classers to Other Industry members*

**MOTION to accept these changes**

**MOVED: Bill Dowle**

**SECONDED: Graeme Bell**

**CARRIED ALL**

## GENERAL BUSINESS

- Ian Kofoed asked when there was going to be Mandatory Alcohol & Drug testing in Sheds.  
[Bruce replied this was not in the scope of NZWCA and this question should be asked to the Shearing Contractors](#)
- Due to Ian Kofoed not being present earlier in the day he was presented with a Commendation Award for Mid-Micron at Invercroy Station.
- John McKenzie thanked the Board and specifically Bruce Abbott for the work he has put into NZWCA. The last field day held in Timaru two year ago had a very poor turn out and today with over 80 attendees is a testament to how much he has put into our profile

**MEETING CLOSED 3.57PM**

# New Zealand Wool Classers Association Inc.



## APPENDIGE A

### NZWCA CHAIRMANS ANNUAL REPORT 2019

Once again we get to the end of the year and I feel I have to congratulate our Registrar/Executive Officer on the great work he has done in promoting our organisation to not only the members but to the wider wool industry.

The extensive work by Bruce, and Allan in the wool education restructuring has been ongoing and taken a lot of effort. Hopefully with the uptake of the training by Southern Institute of Technology we will now see a long period where the education actually happens and we can focus on other matters, and get a break. More information on these matters will be in the appropriate reports.

There have again been numerous field days around the country, some have had a very good turnout and some a bit disappointing, however the feedback from them all has shown that those who attended were very pleased with the days and felt them to be worthwhile. Bruce will elaborate on these issues in his report. The ongoing support we get from the wider wool industry for these days tells me that days such as these are felt to be important by others involved in the wool industry. This is also shown by the hearing we have had from these groups, and individuals on other matters.

Recently Bruce and I attended a meeting of the NZ Council Of Wool Interests to make a presentation on an issue to be discussed at our Industry Day/AGM which if adopted should help us improve our brand as a wool preparation quality control group, and help to improve, or at least maintain, the reputation of New Zealand wool as being well grown (the growers job) and well prepared, the harvesting teams job under the supervision of our members, the classers and graders.

To get such a good response from a group as important and influential to the wool industry, due to the fact that they have representation from all aspects of the wool industry, is gratifying. We are intending to further our relationship with this body.

We have again continued to try to cut our costs, but again unfortunately our expenses have exceeded the income. This has been a feature for the last few years and was a conscious decision made that we would use some of our savings to grow NZWCA, the alternative was to cut costs to our income, but we would be on a slippery downward spiral that would see us lose membership and relevance. With the widening of support we are seeing, and hopefully we can soon get growth in membership and turn our finances around. This may happen if the growers decide in a possible referendum to reinstate some form of levy that our quality control position within the industry might see us get the small amount of help we need.

To assist Bruce with his job, and reduce the toll on him, as he intended to only be in the EO position for a couple of years it is great that Barbara Newton has come on board to take some of the weight. Barbara being responsible for much of the publicity, Shearing magazine articles, web site, Facebook etc. Any ideas for articles are still needed from our members. As I have frequently said it is the member's organisation, so if you have something that may be worth putting out there, information, and story or just interesting send it to Bruce and it can go from there.





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The website has again had a bit of a review. Hopefully it is being found to be useful by members. If you haven't had a look at it for a while, do so. There are some useful links, forms and such things as Code of Conduct, Clip Preparation guides and our rules on the resources tab. Have a look, use your web site, and if you think we are missing something ask for it, sometimes adding something is very simple, and if it is more complicated it can happen when we do the next tweak.

I have often commented before that perhaps we should be talking more of the discount for poor preparation and presentation of wool rather than the bonus from the good. The cross bred side is still in the doldrums but some interesting things are happening. Wool coffins have been around for several years, but Wool Surfboards are a new development. There are new ideas coming out all the time. We do need to keep promoting wool as the environmentally friendly product rather than Micro Plastics. The world is wound up about plastics getting into all parts of the environment and causing issues, if wool got even a small part of the fabric market, we wouldn't be producing enough.

Merino and Mid Micron still seem to be selling well, long may it last.

I would also like to take this opportunity to thank our sponsors. We have sponsors contributing to the field days and to our merit awards. I see these two things as vital to us. Spreading the word on trends, changes or other issues that affect us and our work in the shed and celebrating those that have done a particularly good job. Also a special thanks to Tony Cunningham, NZ Wool Scourers who provide us with the conference call facility for nearly all our board meetings, which is a great saving of money for the association, and board members time as we have a phone conference call in the evening rather than having to all travel to a central place to meet face to face.

Two years ago we welcomed Rob Cochrane as a Brokers Representative. Rob has indicated he wishes to step down and we will be welcoming Roger Fuller from CP Wool to put forward the views and opinions of the wool brokers at our future meetings. I take this opportunity to thank Rob for his contribution to our discussions. Having representation from Wool brokers on our board is vital as they are the people that have to deal with our output, and interpret the occasional poorly filled out specifications.

Again I would like to thank Bruce for his sterling work. He took on the job when we were in a position that we wondered if we had a future and has pushed us out to where I am sure we are seen as a vital part of the industry. Bruce is still signaling his intention to finally retire (to the Bowling Green I understand) so finding someone to step up to the position is something we need to place some urgency on. To have some time working with him would make the changeover much smoother. This would be an interesting position for someone to become involved in the industry outside the normal wool shed role. There must be someone out there with the interest that just needs a small push. Not only is it interesting but a great personal development opportunity as well.

Annette has continued to keep us all in line and doing what we should. Her work is invaluable, and she keeps the finances tidy and up to date. Thank you Annette.



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I would also like to thank the rest of the board for their contribution. Especially the members who are representing other sectors of the industry. Having a wider industry input can only help us to get the message correct for the wool classers and wider wool harvesting industry. We must keep the wider industry satisfied or we risk losing more market share for wool than we already have. All the Board have all made a vital contribution and as I have said before, multiple times, we need new blood on the board. I feel I have been here probably too long so would welcome someone keen to take over as chair.

Thank You

**Bill Dowle**  
**Chairman**  
**NZWCA**

Draft



## APPENDIGE B

### NZWCA EXECUTIVE OFFICERS ANNUAL REPORT 2019

Another year has passed and I am still in this position after 4 1/2 years when my initial commitment was a maximum of 2, so it's been a long two years. Over this time I believe the face of your association has changed from being an organisation having a couple of field day and a few newsletters per year plus maintaining the Register for Classer's. Your association over recent times has been in the forefront of promoting education not only for classers but also for the wool harvesting industry through its involvement with Wool Education Industry Group (WIEG) and Primary ITO. Due to the demise of Taratahi we have been working very closely with Southern Institute of Technology (SIT) who are operating Telford to secure the Wool Technology Course. With the Government review on Education we submitted on your behalf a submission to promote the wool course being retained by SIT (a copy of this submission is available on request to the EO/R). During the year with the assistance from the NZ Shearing Contractors Association we held 6 Field days throughout the country. Overall we had an average attendance of 32 and the comments from our surveys have been positive. The association web site has been upgraded once again making it more relevant not only to our members but to the wider wool industry.

Over the past year it has been actively been promoting your stencil to the wool trade including Wool Brokers and Wool Merchants and the N Z National Council of Wool Interest. We hope to be able to make an announcement in the near future of changes in this area.

We had endeavored to increase our membership last year but it has stagnated at around 250 which include 58 associate members. I believe that more effort should be put into attracting more associate members from the farming community who indirectly benefit from the work we are doing. I ask all classers to encourage your clients to join our association and assist us in the work we are doing.

I am disappointed to again see a financial loss for the year and if we continue with our current program this will continue unless we can attract more members or sponsorship. I can assure you that what Annette and myself get paid does not cover the time and effort we put in. I am pleased to advise that on top of the sponsorship we received last year Wool Research of NZ (WRONZ) has committed \$2000 pa toward our general expenses. Even with that we have budgeted for a \$3500 loss this coming year. A list of our sponsors is in our financial report and I thank them for their continued support over the past year.

## New Zealand Wool Classers Association Inc.



It has been of great assistance to me having Barbara Newton come on board in December helping with the publicity side (Facebook, articles for Shearing Magazine and our newsletters) plus helping me organise and run field days. Thank you Barbara your work is much appreciated.

Thanks to the Board for their support in the changes that have taken place and the direction of the association over the past year. It is not only the support I have received but their constructive suggestion on the many issues that have been discussed. Vivienne Lewis is not standing for another term and my thanks to her for the input she has given from the view point as not only a classer but as a shearing contractor.

My thanks to our Chairman Bill Dowle for his support, Allan Frazer for his commitment in the education and recruitment area plus ensuring the association put out the correct information and most of all to our Secretary/Treasurer Annette Gamble for the time she puts into the association with the extra work load I have given her. Lastly my thanks to my wife Pat for correcting most of my communication and not only supporting but encouraging me to continue in this position.

To our membership thank you for your support over the past year. I have endeavored to raise the profile of the association and keep you informed by the way of emails I have sent regarding what the association is doing.

**Bruce Abbott**  
**Executive Officer**  
**NZWCA**