
Minutes of the Annual General Meeting of the Print Council of Aotearoa New Zealand

Thursday 11th January 2024 - 7:15 pm

Queen Margaret College, Wellington, Hostel Common Room

Attendance: Marion Bright, Gretchen Buwalda, Sue Clark, Carolyn Currie, Diane Harries, Helena Harrison, Jean Johnston, Jackie Knotts, Barbara Lormans, Maria Melino, Karen Pickford, Lori Pittard, Hilary Ramage, Terrie Reddish, Kathy Reilly, Lorraine Sabini, Liz Walls, Elane Wiseley.

AGM Apologies: Ellen Blake, Nick Brandon, Carrie Carey, Valerie Cuthbert, Joanna Fieldes, Jude Gordon, Esther Hansen, Raewyn Harrison, Bev Head, Julz Henderson, Kathryn Keir, Anna Layzell, Kris Lockett, Jeff Lockhart, Jo Lysaght, Fliss Newton, Prue MacDougall, Julie Moonlight, Heather Partel, Margaret Scott, Di Smallfield, Rachel Stockley, Marci Tackett, Lynn Taylor, Joelle Xavier

Apologies accepted: Di Harries / Liz Walls

Minutes: Taken as read. Kathy Reilly / Gretchen Buwalda

Matters arising: no matters arising from the previous AGM Minutes

Acting Chairperson's report: This was read by Marion Bright.

A copy of the report is included in the appendix below.

(See APPENDIX 1) Elane Wiseley / Jean Johnstone

Treasurer's report 2024: (*Outgoing Treasurer Heather Partel's report read by Kathy Reilly*)

Balance for the year ending 2022 **\$97,620.34**

Balance for the year ending 2023 **\$59,086.98**

The Outgoing Treasurer's report is included in the appendix. (See APPENDIX 2)

Incoming Treasurer's report 2024: This was read by Kathy Reilly. (See APPENDIX 3)

Adoption of Annual Financial Report Di Harries / Hilary Ramage

Kathy moved the 3 motions on the agenda:

1 "To re-register PCANZ as an Incorporated Society, as required by The Incorporated Societies Regulations 2023" Unanimous

2 "That the Executive review and update the Constitution as required by The Incorporated Societies Regulations 2023" Unanimous

3 "That section 17.1 of the current Constitution be changed from "The Society shall select an Auditor or Auditors at the Annual General Meeting of the Society" to "The Society shall select an Audit or Review as decided by the Executive each year". Unanimous

This change is necessary because an organisation of our size does not need to be fully audited. A review by an auditor is the tier by which we can operate. This is the recommendation of the new auditor that Kathy would like to propose we recruit.

Di Harries / Barbara Lormans

Appointment of Auditor:

Nelson Auditor Graeme Scarlett of Independent Auditors Ltd has agreed to take on auditing/reviewing the PCANZ annual accounts, by way of referral from Kathy's accountant, to be engaged for a review rather than a full audit - a budgetary benefit for PCANZ. Under the new Incorporated Societies Regulations 2023, PCANZ is a Tier 4, Not for Profit organisation, and therefore can operate with an annual review by an auditor.

Kathy talked about the preparation of accounts going forward. With the adoption of the Xero programme it will be a much simpler, digital process from now on. Kathy's personal business accountant has offered to undertake the preparation of the annual accounts for review by the new auditor for PCANZ on a pro-bono basis. Belinda Getz, of Richards Woodhouse Chartered Accountants, Nelson, has stated that this will come out of the firm's Public Good budget, and be classed as a donation - specifically 'professional accounting services to the value of \$2000 inc GST per annum, for the period that Kathy Reilly is Treasurer of PCANZ'. This offer was unsolicited by Kathy, but gratefully accepted on behalf of PCANZ. The arrangement will be reviewed annually. An agreement setting out the terms of the arrangement will be put in place between PCANZ and Belinda Getz.

Kathy recommended that we appoint Graeme Scarlett of Independent Auditors Ltd to be our new auditor.

Unanimous

Maria Melino queried if there was any conflict of interest with Kathy recommending these people. Lori Pittard stated that this would only be the case if Kathy was working in the same organisation.

Marion thanked Kathy for getting this set up and thanks also to everyone for approving it. Marion stated that it is very important for PCANZ to have transparency and robust oversight on this now that the organisation is getting so big. It is also a requirement of the new Incorporated Societies Act 2022.

Kathy talked about the possible increase in costs re someone new doing our auditing. Graeme Scarlett has indicated that he would likely be able to do a report for approximately \$2,000 inc GST.

Notification of Executive Officers Standing Down:

Heather Partel

Lynne Wilburn

Nominations have been requested for the roles of Exhibitions Officer, Gallery Liaison Officer and Deputy Chairperson.

Currently there have been no nominations. We will look at filling the two vacant spaces on the Executive Committee then we will decide on those roles, with the possibility of co-opting people.

Election of Officers:

Acting Chairperson: Marion Bright

Treasurer: Kathy Reilly

Exec. Email Secretary: Carolyn Currie

Executive Member: Di Smallfield

Minute Secretary: Marci Tackett

Website Coordinator: Marion Bright

Liz Walls / Elane Wiseley

New Roles to Fill:

Exhibitions Officer

Gallery Liaison Officer

Marion asked if there are any nominations from the floor for either of the two roles.

Given that there were no new Executive members to vote upon, Marion asked for the members present to vote on the Executive's ability to co-opt new Executive members.

Unanimous

Some explanation followed regarding these roles and prospective exhibitions. This was also circulated to all members before the AGM via email.

Please see **Appendix 4** below for more about these roles.

Kathy stated that the role of the exhibition team is very important as it is our 'public face' to the world: we need to maintain a professional approach.

Kathy was delighted to announce that Gretchen Buwaldal and Ali Murray have agreed to take on the organising of the Small Print exhibition. Huge thanks to both.

Kathy also stated that the Executive Committee is very excited and enthused to see people prepared to step up and take on these very important roles.

Discussion from the floor:

Terrie Reddish asked if the current Constitution allows PCANZ to easily co-opt people into roles. By co-opting members to help with certain projects, and being on the committee for that period of time, could encourage people to become involved - similar to an internship programme. Kathy replied that, yes, the Constitution does address this.

Kathy talked about working in sub-committees (standard organisational practice) where there is an Executive member on each sub committee (to guide new committee members).

Terrie Reddish suggested some ways to encourage subcommittees to take on events or projects, for example a small financial budget to work with, or other creative ways to reward those people, eg, a year's free membership .

Existing officers will be available to help people ease into these roles.

Lori Pittard suggested having a question on the Squarespace new member form where prospective members could list any special skills/interests they have that could be useful for PCANZ.

Regional Reps:

Elane Wiseley and Hilary Ramage are creating a new group in the Waikato called **Waipa** (Te Awamutu and Cambridge area).

The following regional reps will be confirmed after Summer School:

Northland: Joanna Fieldes and Mark Graver

Auckland: Di Smallfield and Erinna Law

Tauranga / Bay of Plenty: Jackie Knotts

Gisborne / Tairawhiti: Jean Johnson

Napier / Hastings: Cate Godwin and Pam Hastings

Taupo: Maggie Dawson and Sally-Ann Davies

Taranaki: Dimphy de Vaan and Mark Raymer

Hawkes Bay: Cate Godwin and Pam Hastings

Palmerston North / Whanganui: Julia Ellery and Rachel Stockley

Wairarapa: Jo Lysaght and Nick Brandon

Wellington: Margaret-Ann Barnett - Marci Tackett, Support Rep

Kapiti: Hamish Macaulay

Marlborough / Nelson: Jeff Lockhart

West Coast: Ruth Vaega and Kate Buckley

Christchurch: Carolyn Currie and Vicki Mangan

Dunedin: Lynn Taylor and Marion Mertens

General Business:

Nothing to add since Tuesday's meeting.

Kathy talked about the pigments that are available for sale from the Gary Tricker estate. Marion will put some information and photographs on the website for people to see what is available.

There are also some Celebration catalogues still available for sale for \$20.

Lori Pittard stated that she was absolutely thrilled to have been the recipient of the Gary Tricker scholarship and has enjoyed her week immensely at Summer School 2024.

The meeting ended at 8:21 pm.

APPENDICES:

Appendix 1 : ACTING CHAIR REPORT 2024

Tena koutou print whanau. Welcome to PCANZ AGM 2024.

Huge thanks to all PCANZ members for your support and special mention to the following people for all their help and support in the past year. It has been a big year of transition, especially behind the scenes. Their willingness to get stuck in and assist the running of PCANZ has made the job of acting chairperson possible.

Thank you to all the executive committee for their help and support - you're all stars. To have the team meeting monthly and each taking on tasks has been crucial in keeping PCANZ running smoothly.

A very big thank you to the Summer School team - Di Smallfield and Marci Tackett for coordinating Summer School 2024. Di has put in an amazing amount of work into making Summer School happen again this year.

Marci has been invaluable as the 'person on the ground' to coordinate with Queen Margaret College, also organising the PenPal project and as minute-taker for the Exec meetings.

Di has also coordinated the wonderful quarterly PCANZ newsletter, keeping all our members up to date with regional and national activities. Thank you. Thank you to our regional reps for keeping printmakers connected in their area and keeping us informed about their exciting events and activities. By all accounts it was an exceptionally busy and active printmaking year.

Kathy Reilly - huge thanks for taking on the treasurer role, Kathy has spent many hours getting the new Xero accounting technology up to speed with great efficiency and enthusiasm. She is also taking on the significant task of re-registering PCANZ as an Incorporated Society.

Thank you also to Heather Partel for assisting in the financial handover. Heather's history with PCANZ has been a huge asset during the transition. We greatly appreciate Heather's delayed stepping down from the Exec until further into the year. Also Di Harries' work to wrap up the financials for the end of March is greatly appreciated.

Many thanks to Carolyn Currie, co-opted to take on email secretary and be our 'frontline liaison' for our members. Her commitment and efficiency has been wonderful.

Esther Hansen has informed us she is stepping down - thank you for your contribution as executive member-in-waiting. Your input has been much appreciated.

Kathy Boyle has been a legend assisting the new executive over the year and as sounding board and advisor. I'm sure the phone minutes have been excessive!! Lynne Wilburn - you have continued to perform a stellar job organising PCANZ exhibitions, from Celebration at Aratoi at the beginning of the year to All Square at Creative Arts Napier in October/November and preparing the way for an exhibition in 2024. We are sad to see Lynne will be stepping down, though hugely grateful that she is willing to assist the incoming exhibitions team while they get settled into their roles.

A very big thank you also to Julz Henderson and Rosalie Thompson for their fabulous organisation of the Small Print exhibition, enabling PCANZ members' work to be exhibited around the motu, raising awareness of the Print Council to a wider audience. Julz and Rosalie have both signalled that it's time for them to step aside and thankfully are happy to assist with the handover of Small Print.

Thank you to Vicki Mangan for taking over from Anna Nelson to coordinate the Members Private Facebook Group.

Activities:

Summer School 2023 Auckland was held at Epsom Girls Grammar School from 9 - 13th January, with a varied and stimulating programme of workshops. All classes were full, and we were made to feel very welcome at Epsom Girls Grammar. Again a very successful summer school, making for an exciting week of connecting with other printmakers.

Pen Pal Project:

A successful project to bring printmakers together, organised by Marci Tackett. It was a great hit with printmakers around the regions, culminating in an online exhibition. There have been expressions of interest in another one soon.

Small Print:

Each year, Small Print gets better and better, this year going to 8 different venues around the motu. It's a great way to raise awareness of PCANZ and attract a wider audience to printmaking. There have been good sales and this year, we have listed the venues on Eventfinda, as well as PCANZ website.

All Square:

All Square opened on 27 October at Creative Arts Napier until 16 November. It has been successfully received and a number of prints sold over that time.

I have huge appreciation for the executive team and others who have assisted in keeping PCANZ on track. While it's been exciting to be a part of the transition working with this awesome team and rewarding to see PCANZ through this year, it was with some hesitancy, I took on the Acting Chair role, with my many other commitments. This is a temporary position and I would like to see a new Chairperson in place at next year's AGM.

It is important that succession is built into PCANZ strategy/operations for this coming year. As you are aware we have sought nominations for a deputy chair position. This should enable the executive to maintain a smooth pathway forward, ensuring that PCANZ continues to be a strong, vibrant, growing organisation that blossoms and develops further in the future.

Kia ora, thank you all.

Marion Bright
Acting Chair
info@printcouncil.nz

Appendix 2 : OUTGOING TREASURER'S REPORT (Heather Partel)

Print Council Aotearoa New Zealand
Financials for the Year Ended 31st March 2023
Presented at the AGM on 11th January 2024

The Audited Financials being presented at the AGM on 11th January 2024 are for the year ended 31st March 2023.

The 31st March 2023 marked a significant point in time for PCANZ. Diane Harries resigned as Treasurer after five years, with Kathy Reilly taking the position from 1st April 2023. At the same time Kathy Boyle stood down from the role of Chair. This was the last year operating on a very manual system, which has served Print Council well given the size of the organisation to that point. These financials also cover the final transactions in relation to the publication of Proof, with some minor amounts flowing into the next financial year.

Firstly, I would like to point out the format of these financials. This is a combined Profit and Loss and Balance Sheet. The only Balance Sheet items being cash at Bank, the operating account and Term Deposit. The operating account balance at 31st March 2023 was \$44,086.98 and the Term Deposit, \$15,000.00 (combined \$59,086.98) after starting the year with a combined balance of \$97,620.34. This is the first year that the funds in the bank dropped. This of course reflects the costs associated with Proof, as planned and budgeted.

The approved budget for Proof was \$40k and actual was \$42.7k. The overrun was essentially the postage on sale of the books which we decided was an additional bonus, especially as this involved so many of our members, it was another opportunity to give back to those who had contributed and made the book possible. It also helped to simplify the mail out process.

Commentary on specific receipts and payments lines:-

Receipts:

- *Membership Subscriptions.* This increased by a significant \$1,753 (18%) from 2022. The majority of which reflected the publicity generated by Proof around November and December 2022.
- *Exhibition Costs Recouped.* Entry fees received \$4,475. Australia Print Exchange, Small Print.
- *Workshops.* Both the receipts and payments sides increased significantly due to the Summer School being held in Auckland, this location naturally costs more for the venue and travel. A small loss was made of approximately \$500.
- *Exhibition Sales.* Received \$9,445.10, paid out to members \$9,697.84. Australia Print Exchange, Small Print. (note minor difference between receipts and payments, these cross financial years and do not necessarily match.)
- *Publication.* Sales and recoup of image costs.
- *Sponsorship Received and Grant: Third Party (receipts), Sponsorship Third Party Payments (payments).* These lines were in relation to Printopia, funding received on behalf of, associated payments and PC sponsorship.
- *Interest.* An increase of \$415 in 2023, mainly due to the increase in interest rates.
- *Press Hire.* \$770, up significantly from \$200 in 2021/22.

Payments:

- *Exhibition Costs.* \$6,204.91. Almost double the previous year. This reflects the investment in “Celebration” and covers the fee for the essay in the catalogue, the catalogue design. The cost of printing the catalogue was paid in the following financial year, 2023/24.
- *Exhibition Sales.* Covered above.
- *Workshop Tuition/Costs.* Covered above.
- *Publication Expenses.* These are the final costs associated with Proof, this covers all expenses including the research and writer’s fee, Massey University Press, costs associated with production around image editing, as well as postage on sales.
- *Audit Fees.* As per last year. This will also be the same for the 2022/23 accounts being presented here, fee paid in December 2023.
- *Sponsorship/Third Party Payts.* Covered above.
- *Awards, Gifts, Scholarships.* Total \$6.5k. NZPPA \$5k (a contract has been entered into for three years at \$5k per year, 2023 was the first year) WSA \$500 Youth Award and WSA \$1k Merit in Printmaking Award.

Print Council Aotearoa New Zealand finished the 2022-23 financial year on a positive note, with a healthy bank balance to hand over to the new Acting Chair, Marion Bright and Treasurer, Kathy Reilly. While the bank balance was reduced significantly, much as achieved. These financials reflect the gains made from the publication of Proof and the associated exhibition “Celebration” at Aratoi which opened on the 5th of March 2023.

I would like to thank Tim Wilde of SNap Financial Management Ltd for carrying out the Audit for PCANZ over the last eight financial years. Tim has been excellent to work with, always mindful of our deadlines and has carried out a very thorough review every year. Tim will no longer be doing this for PCANZ but Kathy Reilly is looking into a new option to cover this requirement.

Lastly, I would like to thank Kathy Reilly for taking up the role of Treasurer in April 2023. Kathy has made this a smooth transition and has already implemented several important changes to improve the financial recording process as well as reporting.

Heather Partel
Executive Member, PCANZ
11th January 2024



Print Council of Aotearoa New Zealand Inc
Statement of Receipts and Payments
For the Year Ended 31 March 2021

	<u>2021</u>	<u>2020</u>
Receipts		
Member Subscriptions	8,835.00	4,060.00
Exhibition Costs Recouped	2,440.00	1,995.00
Exhibition Frames	-	2,048.00
Workshops (including Summer School)	17,676.89	11,275.00
Exhibition Sales	4,262.00	5,419.98
Sponsorship received	-	-
Interest Received	2,022.57	553.95
Press Hire Income	580.00	350.00
 Total Income	35,816.46	25,701.93
 Opening Balance		
Westpac 00 account	27,942.98	64,081.61
Westpac Term Deposit	50,816.38	10,581.70
	<u>114,575.82</u>	<u>100,365.24</u>
 Payments		
Bank Fees	122.25	152.39
Exhibition Costs	2,132.14	5,190.21
Exhibition Sales	3,177.00	3,283.76
Workshop Tuition/Workshop Costs	16,308.67	8,875.41
Postage & Stationery	169.72	-
Publication Expenses	-	472.72
Audit Fees	800.00	400.00
Web Expense	122.69	147.09
Awards, Gifts, Scholarships	2,195.00	3,084.30
 Total Expenditure	25,027.47	21,605.88
 Closing Balance		
Westpac Term Deposit	28,489.35	50,816.38
Westpac 00 account	61,059.00	27,942.98
	<u>114,575.82</u>	<u>100,365.24</u>

I have reviewed the accounting records of the Print Council of Aotearoa New Zealand Inc for the year ended 31 March 2021. This has been conducted in accordance with generally accepted auditing standards in New Zealand, except that the work was limited in that there was no audit trail that could be adopted to ensure that all income was truly accounted for. This is a common situation when dealing with organisations such as Print Council of Aotearoa New Zealand Inc.

Subject to this proviso, I have received all the information I have required and can confirm that, according to the records produced for my perusal, in my opinion this statement sets out correctly the income and expenditure of this organisation as at the 31 March 2021.

SNaP Financial Management Ltd

SNaP Financial Management Ltd
P O Box 2032
HASTINGS 4156

6th January, 2022

Appendix 3 : TREASURER'S REPORT (Kathy Reilly)

As incoming Treasurer at the 2023 AGM, I'd firstly like to acknowledge the help and support of previous Treasurers, Di Harries and Heather Partel. We have spent the year transitioning to new systems, and subscribing many new members.

I thank Heather for attending this AGM and presenting the Financial Report for the year 2022-23, as this wraps up the final year, of many, for which she has been responsible for preparing the Annual Accounts for Audit. Heather will outline the financial position of PCANZ and answer any questions on the Financial Report year ending 31 March 2023.

You will have noticed that all invoices and receipts are now sent via Xero, the accounting programme we installed in April 2023. This will streamline the end of year procedures for the future. Your prompt payment of membership fees, due on April 1, is greatly appreciated, as we now have a membership of 345 to administer. In that regard, I am grateful to Carolyn Currie, as Email Secretary, for sharing what would otherwise be a huge role.

The increase in membership— 85 new members in 2023, is a testament to the work happening in the regions. Summer School 2024 is very well subscribed, with many members on waiting lists for workshops. The Executive team certainly has a job ahead in creating opportunities for all members to grow and develop their skills.

Budget preparations are underway to ensure that PCANZ can grow these opportunities alongside honouring our commitments to sponsoring national prizes and scholarships.

The next couple of years will see us attending to our obligations under the Incorporated Societies Regulations 2023. This will require a membership vote on whether or not to re-register PCANZ as an Incorporated Society.

It is the Executive Committee's recommendation that we do re-register Print Council of Aotearoa New Zealand. The deadline for this is April 2026, and we have compiled a timeline in which to complete the process, beginning with the vote at this AGM.

The Executive will be working on a new draft of our Constitution, as required by the regulations. We will have that ready for feedback, and then for approval by members at the 2025 AGM.

Kathy Reilly
Treasurer
treasurer@printcouncil.nz
www.printcouncil.nz

Appendix 4 : EXPLANATION OF NEW ROLES as per email sent out to members Friday 1/12/2023

Going forward, we would like to expand the exhibitions officer role to a small team to replace Lynne Wilburn - it has been a huge task, especially organising a major milestone exhibition like Celebration at Aratoi last year, then All Square at Creative Arts Napier this year and initiating proposals for 2024 and 2025. It has been acknowledged that the role is now beyond one person.

PCANZ exhibitions are a vital benefit for our members to get involved in, regardless of ability. In offering unselected and selected exhibitions at regional venues, there is something for everyone to participate in. PCANZ runs at least one exhibition per year and a major exhibition every two years.

As a result of Lynne's stepping down, the executive is seeking new people to come on board to organise these important events. We have recognised that organising exhibitions needs at least two people - a gallery liaison person and the exhibitions officer. We are working on a shorter term tenure for key positions and not all the exhibitions team need to be on the Executive.

1. The Gallery Liaison would be responsible for coordinating with galleries, following up on proposals, setting dates for exhibitions and working with the exhibitions officer and the proposals writer/selector.
2. The Exhibitions Officer's responsibilities are to coordinate the entries, liaise with entrants, organise promotional information for web and emails to members, compile the catalogue, receive and return exhibition works, etc.
3. Deputy Chair - this role would be to assist the acting chair with the understanding that the deputy Chair would step up to the Chair role at a later date.

ALL PCANZ members are the "Print Council", not just the executive, who are volunteers who work hard to provide exciting printmaking opportunities for members. If there is any way you feel, as a member that you can assist please don't hesitate to put your hand up. It would be hugely appreciated by all of us.

If you think you might be interested in one of these roles and would like to find out more, please contact Marion Bright at info@printcouncil.nz cc marionbrightartist@gmail.com or ph 021 377 353.