



Women In Agribusiness (WIA) AGM 2025 Minutes

Date: Monday 17th February

Location: via Zoom

Time: 7pm -8pm

Committee Present: Aimee Dawson, Jo Back, Jessica Dunbar, Rachael Hoogenboom, Renee Powell, Georgia Massie.

Others Present: Sarah Mackenzie, Tania Earnshaw, Hayley Keenan, Maddie Drew, Grace Moscrip, Helga Kerse, Ciara McFadden.

Apologies: Gabby Cashmore, Lara Biggs, Stephanie Sloan, Jody McCullough, Emily Christiansen.

1. Meeting opened: 7.00 pm

- Welcome: Aimee (AGM Vice Chair 2025): Welcome to AGM, outlined structure and agenda for the session.

2. Minutes from last WIA AGM 2024 [Appendix 1]

- Please see attached WIA AGM 2024 Minutes
- Motion that 2024 AGM Minutes read as true and correct: Georgia Massie
- Seconded by: Renee Powell

3. Chair women's report [Appendix 2]

- Please see attached WIA 2024 Chair's Report
- Motion that WIA 2024 Chair's Report read as true and correct: Jessica Dunbar
- Seconded by: Jo Back

4. Treasurer's report [Appendix 3]

- Please see attached WIA 2024 Treasurer's Report
- Motion that WIA 2024 Treasurer's Report read as true and correct: Rachael Hoogenboom
- Seconded by: Georgia Massie/ Jessica Dunbar

5. Update on Memorandum of Understanding (MOU) with Tavendale & Partners (TP) and WIA Constitution- Legal update from Renee Powell:

Constitution [Appendix 4]

- TP are in the process of correcting and updating our current WIA constitution- at no cost

MOU [Appendix 5]

- TP will commit \$250 for any regional event and up to \$750 for a National WIA event
- TP will help with promotion of organisation and events- a member of TP and WIA will liaise together.

General Business

6. Committee Overview

- Please see Role Descriptions attached [Appendix 6]
- Committee meets once a month
- Time commitment would average out to be approx. 30 minutes to 1 hour a year but this varies depending on up and coming events

- Expectation for each Regional Lead to organise 1-2 events a year
- Expectation for all Committee members to help each other out during times of need

7. Nominations for executive committee:

- Women in Agribusiness Committee Role Descriptions outlined
- Nomination and election process: all positions are available for election at the AGM; tenure is for a one year duration, underlying expectation that it would be for longer (if possible) to allow for continuity (but not essential), currently unpaid positions (all executive members also pay to belong to society), there is huge amount of value in gaining experience in a governance role, lots to learn and share with the group.
- Work through each position and invite nominations; nominated people to provide a short introduction/ bio about themselves to the call, each person to send a private message to AGM Scrutineer with their vote. Georgia Massie to tally the votes and announce who has been successful.

WIA Committee Roles available: 11 positions

- Chair (1)
 - Nominated: Aimee Dawson
 - Elected: Aimee Dawson
 - Seconded: Jo Back
- Vice- Chair (1)
 - Nominated: Rachael Hoogenboom
 - Elected: Rachael Hoogenboom
 - Seconded: Maddie Drew
- Secretary (1)
 - Nominated: Jessica Dunbar
 - Elected: Jessica Dunbar
 - Seconded: Rachael Hoogenboom
- Treasurer (1)
 - Nominated: Jo Back
 - Elected: Jo Back
 - Seconded: Renee Powell
- Social Media Lead (1)
 - Nominated: Tania Earnshaw
 - Elected: Tania Earnshaw
 - Seconded: Jo Back
- Marketing Lead (1)
 - Nominated: Emily Christensen
 - Elected: Emily Christensen (Lara Biggs as support)
 - Seconded: Aimee Dawson
- Northland/ Waikato Regional Lead (1)
 - Nominated: Tania Earnshaw, Maddie Drew, Grace Moscrip
 - Elected: Maddie Drew
 - Seconded: Jo Back
- Bay of Plenty / Hawkes Bay / Gisborne
 - Nominated: No nominations
 - Elected:

- Wellington / Wairarapa (1)
 - Nominated: Hayley Keenan
 - Elected: Hayley Keenan
 - Seconded: Renee Powell

- Nelson / West Coast (1)
 - Tania Earnshaw- will try and find a lead for this region

- Canterbury (1)
 - Nominated: Renee Powell
 - Elected: Renee Powell
 - Seconded: Rachael Hoogenboom
 - Ciara volunteered support for regional lead

- Southland / Otago (1)
 - Nominated: Jody McCullough
 - Elected: Jody McCullough
 - Seconded: Jessica Dunbar
 - Ciara volunteered support for regional lead

- Thank you to everyone who put their name forward, great that we had so many people standing. Looking forward to 2025.

8. Closing. Aimee- Thank you to everyone who attended the AGM. We look forward to growing the membership base and building up events in 2025. Meeting drawn to a close at 7.53pm.

Appendix 1



Women In Agribusiness AGM 2024 Minutes

Date: Wednesday 21st February

Location: via Zoom

Time: 7pm -8pm

Committee Present: Genevieve Steven, Ella Stokes, Monique Daulton, Rachel Hoogenboom, Lara Biggs

Others Present: Rachel Hoogenboom, Amy Hoogenboom, Renee Powell, Laura Simpson, Rachael, Lesley Coppell, Joanna Hoogenboom, Victoria Agyepong, Sarah Mckenzie, Rachael Powell, Chelsea Smith, Aimee Dawson, Jo Loe, Jessica Dunbar

Apologies: Georgia Massie, Stephanie Sloan, Gabby Cashmore, Jo Costello, Jo Back, Tessa Strang

1. Meeting opened: 7.00 pm

- Welcome: Ella (AGM Chair 2024): Welcome to AGM, outlined structure and agenda for the session.

2. Minutes from last AGM [Appendix 1]

- Motion that minutes are read as true and correct: Genevieve Stevens
- Seconded by: Monique Daulton

3. Chairwomen's report [Appendix 2]

Please see attached Chairwomen's report

- Motion that minutes are read as true and correct: Genevieve Stevens
- Seconded by: Aimee Dawson

6. Treasurer's report

- Please see attached Treasurer's report
- Make a motion that read as true and correct
- Seconded by: Monique Daulton

7. Committee Overview

- Please see Role Descriptions attached
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8. Nominations for executive committee:

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- Work through each position and invite nominations; nominated people to provide a short

introduction/ bio about themselves to the call, each person to send a private message to AGM Chair with their vote. Ella Stokes to tally the votes and announce who has been successful.

Roles available – 11 positions

- Chair (1)
 - Nominated: Genevieve Steven
 - Votes: -
 - Elected: Genevieve Steven
- Vice- chair (1)
 - Nominated: Aimee Dawson, Jo Costello
 - Elected: Aimee Dawson
- Secretary (1)
 - Nominated: Jessica Dunbar, Victoria Agyepong
 - Votes: Jessica Dunbar, Victoria Agyepong
 - Elected: Jessica Dunbar
- Treasurer (1)
 - Nominated: Jo Back
 - Elected: Jo Back
- Social Media (1)
 - Nominated: Lara Biggs
 - Elected: Lara Biggs
- Northland/ Waikato Regional Lead (1)
 - Nominated: Gabby Cashmore
 - Elected: Gabby Cashmore
- Bay of Plenty / Hawkes Bay / Gisborne
 - Nominated: Georgia Massie
 - Elected: Georgia Massie
- Wellington / Wairarapa / Manawatu(1)
 - Nominated: Lara Pritchard, Lesley, Grace Mainwaring
 - Votes: Lara Pritchard, Grace Mainwaring
 - Elected: Grace Mainwaring
- Marlborough / Nelson / West Coast (1)
 - Nominated: Lara Pritchard
 - Elected: Lara Pritchard
- Canterbury (1)
 - Nominated: Chelsea Smith, Renee Powell
 - Votes: Chelsea Smith (), Renee Powell ()
 - Elected: Renee Powell
- Southland / Otago (1)
 - Nominated: Rachel Hoogenboom
 - Elected: Rachel Hoogenboom

- Thank you to everyone who put their name forward, great that we had so many people standing. Looking forward to 2024.

15. Closing. Thank you to everyone who attended the AGM. We look forward to growing the membership base and building up events in 2024. Meeting drawn to a close 8 pm

Appendix 2

Vice-chair report – Women in Agribusiness 2025.

Welcome everyone for the Women in Agribusiness AGM for 2025. My name is Aimee Dawson and have had the privilege of being the vice-chair over the last year.

To start I just want to say a huge thank you to our 2024 committee – Jess, Jo, Lara, Georgia, Renee, Gabby and Rachel (and Lara and Grace). We have organised some great events this year, including our GrowHer events in Timaru, Christchurch, Winton and Waipukurau, Race week panel and some engaging online speakers. Thank you to our regional committee and their support crew as well as our speakers who have volunteered their time to Women in Agribusiness.

In the background, we have also taken a full legal review of our constitution as part of the update to the Incorporated Society Act 2022. This has been undertaken by Tavendale and Partners. We will be taking on their recommendations in 2025 and updating our constitution to align with this act. Also, with Tavendale and Partners, we have signed an MOU to support our regional events. This allows us to tap into their venues and support – it's a huge commitment from them to support our organisation and we thank them for their ongoing support. Renee will be talking more about this later in our AGM.

This year we also undertook a membership survey to understand the needs of our members. What it told us was that we need to focus on in-person events. That what draws women to Women in Agribusiness is providing an environment to connect with other women to grow both personally and professionally. We will be focusing on more in person events in 2025.

And as always, WIA are always looking for opportunities to collaborate more. The Exec has also been talking with Rural Women NZ on how our two organisations can work together more for the betterment of our women.

In finishing, I just want to say a heartfelt thank you to our outgoing Chair, Eve. Over her tenure as Women in Agribusiness chair she has elevated the organisation from its humble beginnings to a professional group with a fantastic website, quarterly newsletter and social media channels. Her stamina, effort and enthusiasm has been infectious. She also has a great ability to get people on board which is how I ended up in this position last year.

So, as we move to 2025, I welcome any new members or existing members to join our committee. We are always keen for new energy and new ideas so don't be afraid to put your hand up.

Appendix 3

Treasurer Report and Annual Accounts

Income - 1 April 2024 - 17th February 2025		Costs	
Memberships	2817.48	Event costs	1227.5
Tickets	2367.39	Gifts	491.86
	5184.87	Website/FB/Bank fees	1590.66
			3310.02
Current Balance	6094.98		

Women in Agribusiness NZ

Statement of income & expenditure 1 April 2023 - 31st January 2024

OPENING BALANCE		\$1,541.24
INCOME	Memberships via Website	\$2,124.95
	Event ticket sales	\$2,288.70
	Interest	\$46.41
TOTAL INCOME		\$6,001.30
EXPENSES	Event expenses	\$1,687.56
	Website costs	\$847.53
	Bank fees	\$5.00
	Withholding Tax	\$20.86
TOTAL EXPENSES		\$2,560.95
CLOSING BALANCE		\$3,440.35

Women in Agribusiness NZ

Statement of income & expenditure 1 April 2023 - 31st January 2024

ASSETS	Nil	\$0.00
LIABILITIES	Nil	\$0.00

Appendix 4

Women in Agribusiness Legal Constitution

Currently under review and being updated by Tavendale and Partners law firm. Liaison-Renee Powell.

Appendix 5

Memorandum of Understanding with Tavendale and Partners



WOMEN IN AGRIBUSINESS (NZ)

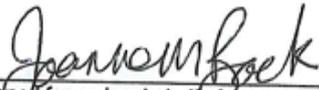
MEMORANDUM OF UNDERSTANDING

- 1 This Memorandum of Understanding (MOU) establishes the terms and understanding between Tavendale and Partners Limited (TP) and Women in Agribusiness (NZ) (WIA) for select sponsorship of WIA's networking events across Aotearoa.

Terms of Agreement

- 2 **Sponsorship Provision**
- TP agrees to supply sponsorship for select WIA's networking events as mutually agreed.
 - For in-person events, sponsorship will predominantly be in the form of:
 - providing the venue
 - event catering up to the value of \$250.00 for a regional event and up to \$750.00 for a national event
 - For online events, TP can assist with:
 - a meeting room and hosting of digital meeting links such as Zoom or Teams
 - supply of recorded files of such events to a nominated person at WIA
- 3 **Promotion**
- TP agrees to promote any event through its social media channels, and on its website where appropriate.
 - WIA agrees to ensure that TP is given due recognition for its support.
- 4 **Additional Financial Support**
- TP is willing to consider providing additional financial support for a national or any major regional event organised by WIA on a case-by-case basis.
- 5 **Duration, Review, and Amendments**
- This MOU is effective upon signing and will remain in effect for until terminated by either party with 30 days' written notice. Each party warrants to the other that they have all necessary Board or Committee approval to sign and be bound by the terms of this MOU.
 - This MOU will be reviewed annually to ensure that it continues to meet the needs and objectives of both parties.
 - Amendments to this MOU are by mutual consent of both parties. Any amendment must be in writing and signed by the then representative of each party.
- 6 **Points of Contact**
- To maintain consistent communication between TP and WIA, a single point of contact shall be designated for each party. The current contacts are listed below, though these may be updated with written notice from either party at any time.
 - For TP: Renee Powell
 - For WIA: The Treasurer


Signed for and on behalf of
Tavendale and Partners Limited
Director


Signed for and on behalf of
Women in Agribusiness (NZ)
Treasurer

Appendix 6

Women in Agribusiness NZ Committee Purpose and Role Descriptions

Women in Agribusiness Committee Purpose

- Organise events to connect, educate and support the WIA incorporated society.
- Provide regular updates and industry insights via the Facebook page and quarterly newsletter.
- Create and manage systems to support the efficient running of the organisation, including the website, email account, bank account and membership subscription.

Women in Agribusiness Committee Role Descriptions

Chairwoman

- Lead committee and WIA.
- Chair committee meetings.
- Provide leadership and support strategic direction of committee and organisation.
- Ensure committee is meeting targets and fulfilling its role, follow-up as required.
- Attend events where/when possible.
- Provide signatory on bank account, funding applications and other admin relating to WIA.
- Writes a chairperson report for the quarterly newsletter.

Vice-Chair

- Support the chairwoman in her role.
- Provide support to the wider committee and pick up work where needed.
- Generate ideas to support the committee and organisation.

Secretary

- Prepare minutes for each meeting, circulate these around the committee promptly after each meeting, and incorporate edits as required.
- Support the chairwoman in the efficient running of the committee meetings (e.g., keep to the agenda and action points from the last minutes).
- Send and/or organise calendar invites and links to upcoming meetings to the committee.
- Monitoring of Gmail account, and uploading of minutes to google drive account - check Gmail twice a week.

Treasurer

- Manages record keeping of incoming and outgoing expenses, including reimbursements.
- Provides a finance report at each committee meeting.
- Manages recording of paid memberships.
- Has access to the bank account.

Social Media Lead

- Manages social media strategy and receives support from the committee for content. Aims for two posts per week on Facebook. This includes diverse content, sharing relevant events, working with marketing lead to promote current events and celebrating all things women in agribusiness.
- Creating a rough social media calendar to follow would be ideal

Marketing Lead

- Manages website and event ticketing this includes creating event in a timely manner before the event (minimum 2 weeks) for the website.
- Manages marketing for event promotion includes working with Regional Leads to come up with a marketing strategy for their events and creating content for promotion i.e promotional posters.
- Quarterly newsletter compilation and production.

Regional Lead Roles x 6

1. Northland & Waikato
2. BOP, Gisborne & Hawkes Bay
3. Taranaki, Manawatu, Wairarapa & Wellington
4. Marlborough, Nelson & West Coast
5. Canterbury
6. Southland, Otago & Mackenzie Basin

Regional Lead Role

- The regional leads are each responsible for leading a small group of volunteers (2 or 3 people) in each region, to organise 3 or 4 events across their area per year.

- The purpose of the events is to provide women the opportunity to connect, socialise, learn, and support each other.
- A guest speaker may or may not be present at the event. A thank you card and gift should be organised for each speaker. Gifts are to the value of \$70 per person. Consideration should be given to how many speakers are at each event, for budget reasons. It is best to discuss this with the Treasurer.
- The regional leads will attend the WIA committee meetings once per month and report back on what events are planned in their region.
- All regional events will be entered in the 2023 Event Calendar – excel spreadsheet, so that everyone in the WIA committee can see what events are planned and where. • It is up to the Regional Lead how they would like to work with their ‘volunteers’ i.e. they might meet monthly via zoom to plan events, or have a group chat where they make plans.
- Event success: A group of women turn up and get value from the gathering. It doesn’t matter how many people attend, so long as the event provides value to the attendees.
- Regional Lead role at the event: To provide chairmanship by introducing the guest speaker, welcoming attendees, letting people know about what WIA is, promote WIA membership.
- Role of the Regional Volunteers at the events: To support the regional lead, welcome attendees. In some instances, if the Regional Lead is not able to attend, one of the Regional Volunteers can chair the event.