

**Meeting:** NZISM HB AGM Minutes  
**Date:** 18 August 2021  
**Time:** 3:00 pm  
**Venue:** EIT – Room A101



**Panel:** Jennie Kuzman, Selena Armstrong

**Attendees:** Jennie Kuzman, Ange Blom, Paul McClusky, Anthony Walsh, Amy Harris, Anne Parker, Nikola Bass, Jarrod Graham, Murray Smith, Hannah Portas, Scotty Watson, Sarah Graham.

**Apologies:** Wendy Chittock, Greg Lorkin, Debbie Anstis, Dan Davis, Andrew Morton, Linda Clark, Cory Ubels, Kelly McMullen, Anna Duly, Noel Giddens, Tony Lane, Alex Pegg and Jo Graham.

**Minutes recorded by Ange Blom**  
**AGM began at 3:05pm**

Item	Action Point/Discussion	Who	Move/Second
Previous AGM Minutes	Moved: Jennie Kuzman Second: Ange Blom No formal matters arising. No questions from Branch Members present. Move minutes as true and correct.	Jennie Kuzman	M: Jennie Kuzman S: Ange Blom
Branch Managers Report	Update from Jennie Kuzman, Branch Manager <ul style="list-style-type: none"> <li>Jennie thanked the previous incumbent Mike Guerin for his work this past year and Sherralynne Smith for her efforts in the role of Secretary.</li> <li>Jennie has been in the role almost three months and is currently getting familiar with the requirements of the role.</li> <li>Focus for the committee will be accessing speakers for CPD rather than having the same people speaking and putting together a CPD day later in the year as well as enhancing networking opportunities.</li> </ul>	Jennie Kuzman	N/A
National Update Report	Update from Selena Armstrong, CEO NZISM <ul style="list-style-type: none"> <li>Selena thanked both Mike and Jennie for stepping into the Branch Manager role and for those that volunteer as NZISM is run on the back of those willing to give their time.</li> <li>The SLT has developed a media toolkit with prepared statements for Robyn Bennett who is the face of NZISM. There are bi-monthly communications and media releases on the social networks. Gareth Beck recently spoke on Breakfast as a SME on burnout.</li> <li>There are now links on the NZISM website to WISE, ESL and the Community Innovation network, please check them out.</li> <li>The Pathways to Accreditation report is publicly available on the home page and is an excellent unbiased resource on what's available, when, where and costs associated.</li> </ul>	Selena Armstrong	N/A

	<ul style="list-style-type: none"> <li>• The monthly community zoom meeting was well attended in the first six month but has dropped off. Selena is keen to make this tool available again when there is demand to share learning.</li> <li>• Webinar's went from monthly to weekly during lockdown and we were extremely proud of the Nippin Anand roadshow being delivered to members for free.</li> <li>• The Code of Ethics, Privacy policy and Complaints process documents have all been reviewed.</li> <li>• Succession planning is underway for senior roles.</li> <li>• Online CPD recording – uptake has increased since there has been a cost reduction in not having to go through IOSH. Promoting the accreditation assessment tool that members can use to plan their development against specific areas and guide development using the INSHPO framework.</li> <li>• Deb Cameron is assisting with developing a framework for supporting people affected by fatalities and injuries.</li> <li>• The second phase of the tertiary review continues with NZISM having six providers accredited. The desire is to have more consistency between qualifications as the quality of education differs with providers. Programme comparisons are underway.</li> <li>• 216 tickets have been sold to the Sidney Dekker roadshow. You must purchase the whole pack which is made up of 4 online workshops. In Australia it is costing roughly \$800-1000AUD</li> <li>• The customer relationship management (CRM) side of the website will be reviewed as it is no longer fit for purpose.</li> <li>• Looking to competency development for HSRs and to trial zoom meetings for professional industry sector reps.</li> <li>• Process for going from Professional to Certified is to be simplified.</li> <li>• Mentoring programme has a waiting list of mentees and there will be a review of how to get the best and move people through so others can access the support.</li> </ul>		
Election of Committee	<p>Branch Manager</p> <ul style="list-style-type: none"> <li>• Jennie Kuzman</li> </ul> <p>Committee:</p> <ul style="list-style-type: none"> <li>• Dan Davis</li> <li>• Amy Harris</li> <li>• Ange Blom</li> <li>• Joanne Graham</li> <li>• Nikola Bass</li> <li>• Scotty Watson</li> </ul>	Jennie Kuzman	All in favour No abstentions or objections

General Business	<ul style="list-style-type: none"> <li>• Murray Smith asked if Webinars or other development can be included in the CPD. <ul style="list-style-type: none"> <li>○ <i>Jennie confirmed this and mentioned that she will ask Dan Davis to give a talk on the CPD process, how to use MyCPD and what can be captured.</i></li> </ul> </li> <li>• The group discussed ongoing CPD at Branch Meetings <ul style="list-style-type: none"> <li>○ <i>Jennie advised that current thinking is to keep branch meeting speaker / discussion topic session's to shorter half hour sessions (Unison has offered to speak on electrical safety at the next meeting) and focus on a ½ or full day CPD session later in the year with a variety of guest speakers and topics. The committee will work up a programme with consultation from the branch.</i></li> </ul> </li> <li>• The group discussed the use of MS TEAMS as an option to network, share documents, have discussions and set up channels for specific topics. <ul style="list-style-type: none"> <li>○ <i>Jennie will check what the policy is regarding use of MS Teams</i></li> </ul> </li> <li>• Ange Blom asked about targeting HSRs to increase membership and give them access to webinars for development and whether Wellbeing qualifications could be recognised to go from an Affiliate member to a Practitioner.</li> <li>• Jarrod Graham queried whether there could be a membership level or fee to encourage HSRs to join branches. There is a student membership, could this be applied? <ul style="list-style-type: none"> <li>○ <i>Jennie suggested that Ange and Jarrod and anyone else who has membership queries or suggestions should raise these with national office.</i></li> </ul> </li> </ul>		N/A
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**Meeting closed at 3:40 pm**

**The AGM was then followed by a presentation at 4pm from Jane Pierce on Human Factors and Ergonomics.**