



Home Economics and Technology Teachers' Association of New Zealand

**Meeting of the Executive  
11<sup>th</sup> & 12<sup>th</sup> February, 10am  
CQ Hotel  
Cuba Street, Wellington**

**Attendees:**

<b>Executive Members</b>	<i>Sarah Wirth, Sharyn Macpherson, Prue Rehu Judy Coleman, Sue Hannaway, Catharine Kan, Adrienne Reeves, Ritu Sehji, Elizabeth Ross (ER attended from Saturday 11<sup>th</sup> at 2.30pm)</i>
<b>Avenues</b>	<i>Sonja Davenport Petersen (attending Sat 11<sup>th</sup> Feb 10am-2pm), Melanie Walker (attending Sat 11<sup>th</sup> Feb 10am-5pm &amp; Sun 12<sup>th</sup> 12.30pm-2pm)</i>

**Saturday 11<sup>th</sup> February**

Meeting commenced at 10am

1. Introductions and welcome

*Sarah welcomed everyone and thanked those who travelled to Wellington, travelled early and everyone else for giving up their time.*

*Welcome by Prue. We are all here to work together collaboratively and progress the aims of HETTANZ and our members*

*Elizabeth apology until 2.30pm Saturday as her flight was cancelled*

2. Administration and Standing Items

a. Record of Nov 26 Meeting – (Attachment A)

*Sarah moved that the minutes of the meeting of November 26 are accurate*

*Seconded: Cat*

*Carried*

Matters Arising

*Subsequent to the meeting Sharyn and Elizabeth stood for position of Vice President. A vote was taken amongst Executive and Sharyn was appointed Vice President based on the result.*

*JC was asked to have an earthquake procedure. Has done it and sent to Adrienne*

b. Correspondence

*Adrienne moved that the inward and outward correspondence be accepted as read*  
*Seconded Judy*  
*Carried*

- c. Regional Rep Reports NNI, CNI, CNZ, NSI (Attachments B,C,D, E)  
Sarah thanked Regional Reps for the Regional Rep reports  
Judy commented on additional items added to her report  
Cat sought clarification on what is required  
Judy asked about TESAC activity and Sarah advised that there is a phone link next week

*Judy moved that all Regional Rep reports are tabled as read*  
*Seconded Prue*  
*Carried*

- d. President's Report (Attachment F)  
*Sarah moved that the President's Report is tabled as read*  
*Seconded: Sue*  
*Carried*

### **Discussion Points**

Need to investigate cost vs benefits of IHFE membership and find out who the members are in New Zealand. Email to Executive once this is known **ACTION Ritu**  
Summary doc required of all relevant orgs **ACTION JC (with assistance from SH for textile organisations)**

AEM to send poll regarding what other organisation members belong to once above information is received. **ACTION Avenues (once above is complete)**

Meeting with Ministry – Sarah attended with Libby Pate and Rachael Dixon to discuss a plan for PD.

Need to encourage TESAC to join these meetings

Shelley Gilman attended ANA on behalf of HETTANZ

Every person that attends a meeting needs to submit a report of that meeting. Also identify who should be going to what meetings

Sarah reported on HEIA Conference. Main take-outs were great keynote speakers and some of the competitions (wool and potatoes)

Sarah will submit a report to be placed in newsletter/website **ACTION Sarah**

*Sarah proposed that PPP needs updating to reflect ongoing focus of HETTANZ while taking into the account the Strategic Plan and the Constitution.*

*Seconded Cat*  
*Carried*

- e. Financials (presented at meeting)- this occurred once Elizabeth joined the meeting

- Melanie spoke to the financial reports as presented:
- Provisional P & L to 31 December shows profit of \$23,295
- Bank balances as at 31 October \$22,081 and \$102
- Fixed Interest Securities \$67,000
- Budget for 2017 presented for discussion
- Paid accounts since last Executive Meeting (November 26):
  - 01.12.16 145 Fashion Awards Reimbursement \$224.58
  - 09.12.16 146 Paul Fenton \$276.00
  - 21.12.16 ASB REHU PUROTU \$86.19
  - 22.12.16 149 Sarah Wirth HEIA Conference \$1,500.00
  - 23.12.16 151 Wellington Airport \$718.75
  - 06.01.17 AUDIT CONF REPORT CHARGED \$40.00
  - 23.01.17 ASB REHU PUROTU \$101.19
  - 07.02.17 154 Feb Flights \$2195.00

*Melanie moved that the financials be accepted, with any required amendments to the 2017 budget as discussed*

*Seconded: Sharyn*

*Carried*

Avenues is to prepare a contract for services to go to AGM, now that work flow has evened out a little. **ACTION Melanie**

f. **Organisational Map (Attachment G)**

Executive updated the organisational map during and after the meeting

3. **Sponsorship**

Vegetables.co.nz - Kids Can Cook (**Attachment H**)

Card of thanks to be sent to Pip Duncan **ACTION Sarah**

Potatoes NZ - Steve Sheppard (**Attachment I**)

4. **Membership**

- Membership Update
- Membership processes and procedures
- New membership drive

Melanie reported that new members will be able to register via an online form that will be posted on the HETTANZ website. Existing members will be sent an email for them to update their membership details including any staff changes at the given school. Invoices will be sent out to every existing member and new members.

5. Curriculum Professional Development in 2017 update

- Survey Results  
Deferred to Sunday 12<sup>th</sup> February.

6. Scholarship applications for 2017

One application received. Closing date extended until 19<sup>th</sup> February and advised in this week's newsletter, as well as date changed on website **ACTION Avenues**  
Applications will be sent to Executive after that date **ACTION Avenues**

7. Planning for 2017- Preview of Sunday activity

- a. Webinars H/E and Textiles Technology any others
- b. HETTANZ PLD Roadshow 14 cities nationwide. Topics speakers.
- c. HETTANZ Twitter sessions topics, times
- d. Potato Competition
- e. Fashion Awards dates, paperwork etc.
- f. My food bag (Competition)
- g. Seminar Day and AGM

8. HETTANZ Website information

Melanie gave an update on the website

- Will work to March 10<sup>th</sup> for go live date – subject to availability of web developer
- Membership applications now on line

Day one closed: 5.30pm

## Sunday 12<sup>th</sup> February

The second day of the meeting was broken into three sessions. These working groups were set the task of developing actions for upcoming HETTANZ activities/initiatives. Each group was assigned a topic for discussion and responsibility for the action for that topic.

10.00-10.15 Introduction and summary of Saturday

10.15-11.15 Group Session 1

Twitter – Ritu/Sharyn

Potatoes – Prue/Judy

Constitution - Judy

Survey – Adrienne/Elizabeth

Fashion Awards – Sue/Cat

11.15-11.30 Report back from group session 1

11.30-12.30 Group session 2

Road Shows – Adrienne/Sue

Webinars – Ritu/Cat

My Food Bag Competition – Judy/Sharyn

Website, info to be added – Prue

**12.30-12.45 Report back from group session 2**

**12.45-13.00 Working Lunch**

**13.00-13.45 Group Session 3**

Sponsorship – Sarah/Sue/Elizabeth/Judy

Tabled Minutes – Adrienne/Sharyn

HETTANZ Calendar/newsletter roster – Ritu/Prue/Cat

**Meeting Closed: 2pm**