

**MINUTES OF THE 57<sup>th</sup> ANNUAL GENERAL MEETING  
OF  
THE NEW ZEALAND INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY INC.**

**Wednesday 6<sup>th</sup> July 2022**

**Distinction Hotel, 390 Fenton Street, Rotorua**

**PART 1: 1.15pm - 2.00pm**

**PART 2: 7.00pm**

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**AGENDA**

- 1. Present** (Quorum = 25 members with full voting rights)

**APPENDIX I: Total Attendees = 48**

Fellows	18
Professional	16
Standard	7
Student	4
Graduate	2
Guest	1

- 2. Apologies**

**APPENDIX II: Total = 121**

***Motion #1:** Moved that the apologies as present at the meeting be accepted*

*Moved: Phil Bremer / Seconded: Esraa El Shal – CARRIED*

- 3. Voting rights of members –**

All current financial Graduate Members, Standard Members, Professional Members, Fellows and Honorary shall have full voting rights and one vote each.

- 4. Declaration of Conflict of Interest:**

“Members of NZIFST shall not enter into any discussion, activity or conduct that may infringe upon any applicable competition law and must declare any conflict of interest in the results of discussions.”

- 5. Additional Items for Agenda** (to be discussed in item 10(c)) **None requested**

- 6. Confirmation of Minutes of the 2021 NZIFST Annual General Meeting – ATTACHED**

***MOTION:** Moved that the minutes of AGM 2021 be accepted as a true and accurate record*

*Moved: Phil Bremer / Seconded: Bob Olayo – CARRIED*

**7. President's Report and NZIFST Annual Review to 31 March 2022 – NOTED**

**8. Financial Matters**

**(a) Financial Report 01 April 2021 - 31 March 2022** (refer Annual Review)

**Motion #2:** *Moved that the financial report for 01 April 2021 – 31 March 2022 be accepted subject to audit*

*Moved: Grant Boston / Seconded: Phil Bremer – CARRIED*

**(b) Budget, current year 2022/2023** (APPENDIX III) – **NOTED**

**(c) Budget, indicative for next year 2023/2024** (APPENDIX III)

**Motion #3:** *Moved that the indicative budget for the 2023/2024 year be accepted*

*Moved: Grant Boston / Seconded: Phil Bremer – CARRIED*

**(d) Member Subscription Fees 2023**

**Motion #4:** *Moved that the annual subscription fee for a Full membership for the 2023 year be increased by IRD's cost of living index. This increase to be applied pro-rata over all subscription levels, except Student Membership.*

*Moved: Grant Boston / Seconded: Phil Bremer – CARRIED*

**Motion #5:** *Moved that the annual subscription fee for a Full membership for the 2023 year be increased by up to 2% at the discretion of the Board. This increase to be applied pro-rata over all subscription levels, except Student Membership.*

*Moved: Grant Boston / Seconded: Phil Bremer – CARRIED*

- Explanation required and provided by Grant, as this sounded like Motions #4 & #5 are an either/or as opposed to #4 + #5 at the Boards discretion.
- It would be good to show in numerical terms to show increase.

**(e) Appointment of Auditor**

**Motion #6:** *Moved that AGM authorises the Board to appoint the Auditor for 2022/2023*

*Moved: Grant Boston / Seconded: Phil Bremer - CARRIED*

- Look to change the constitution so it is not necessary to keep changing the auditor every year.
- The board is directed to investigate this.
- Further discussed in Item 10 - Other Business

## 9. Election of Officers -

**Honorary Treasurer** Grant Boston re-elected for a second 3-year term.

<b>Elected Officer</b>	Hamish Conway	ELECTED
	Bob Olayo	ELECTED
	Paulette Elliott	ELECTED
	Don Otter	
	Colin Pitt	
	Neala Hart	

Voter response	2014	24.8% of eligible members
	2015	24.5%
	2019	29.9%
	2021	34.0%
	2022	37.0%

## 10. Other Business

### (a) NZIFST commitments to IUFoST Congress 2022

Richard gave a brief history of IUFoST in relation to NZIFST.

There will be more cost to NZIFST than first thought, as the IUFoST 23 host committee has not been able to honor all their promises due to issues with the venue owners. First ¼ of Day 1 has been given to NZ, to do plenaries from major sponsors and to showcase New Zealand.

Special mention of Melanie Walker, Andy Williams and Richard Archer for keeping the major sponsors on side and ongoing costs low.

### (b) Executive Manager position

Welcome Wendy Bayliss to Executive Manager position.

### (c) Any other business as identified in item 5

- Revision of the constitution as mentioned in Item 8 (e) Appointment of Auditor, to see if it is possible to not change auditors at all unless it is necessary.
- Check if a constitutional change is required, or if this is just customary.
- Dean Stockwell noted that it should be recognized what is customary in other businesses.
- Put to a vote.

**Motion #6a:** Moved that Board revise the constitution to see if it is necessary to change auditors unless it is deemed necessary.

Moved: Anne Scott / Seconded: Alan Main – CARRIED  
Dissent noted from Anny Dentener & Dean Stockwell

## 11. Adjournment:

Notice of **Motion #7**: The President shall move that:

*The Annual General Meeting of the New Zealand Institute of Food Science and Technology (Inc) be adjourned until this evening, 7.00 pm, here at the Distinction Hotel, Rotorua, for the purpose of awarding NZIFST Fellowships and presentation of Institute and Food Industry Awards.*

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**AGENDA PART 2:**

**7.00pm          Announcement and Presentation of Institute Fellowships and Food Industry Awards**

J C Andrews Award	Anne Perera
Ron Hooker Award	Pat Silcock
Emerging Leader Award	Sarah Leakey
NZIFST Fellowships	Skelte Anema David Bayliss Lynley Drummond Lara Matia-Merino Lynne Scanlen
NZIFST Honorary Fellow	Rosemary Hancock
NZ Food Safety Award	Food Safety and Preservation Team Plant & Food Research Institute

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**CLOSE OF OFFICIAL BUSINESS of The New Zealand Institute of Food Science and Technology Inc.**

## APPENDIX I - NZIFST AGM 6th July 2022 - ATTENDEES

First name	last name	Member type	First name	last name	Member type
Richard	Archer	Fellow	Grant	Boston	Professional
Rob	Archibald	Fellow	Steve	Crochett	Professional
Phil	Bremer	Fellow	Lynley	Drummond	Professional
Hong	Chen	Fellow	Esraa	El Shall	Professional
Anny	Dentener	Fellow	Graham	Eyres	Professional
Paulette	Elliott	Fellow	Farnaz	Faridnia	Professional
David	Everett	Fellow	Evelyn	Fraser	Professional
Steve	Flint	Fellow	Stephen	Grubb	Professional
Debbie	Hawkes	Fellow	Linda	Hafner	Professional
David	Lowry	Fellow	Scott	Hawkins	Professional
Allan	Main	Fellow	Sam	Heenan	Professional
Indrawati	Oey	Fellow	Craig	Houston	Professional
Conrad	Perera	Fellow	Anil	Kaw	Professional
Colin	Pitt	Fellow	Bob	Olayo	Professional
David	Pooch	Fellow	Aswathi	Soni	Professional
Dave	Rout	Fellow	Ben	Sutherland	Professional
Anne	Scott	Fellow			
Dean	Stockwell	Fellow	Akshay	Bisht	Student
			Ziqian	Feng	Student
Wendy	Bayliss	Standard	Jessica	O'connor	Student
Alcoli	Cao	Standard	Erin	Young	Student
Wendy	Divall	Standard			
Richard	Edmonds	Standard			
Jo	Kelly-Tuckey	Standard			
Clinton	Meharry	Standard	Jiby	James	Graduate
Lucy	Yang	Standard	Caleb	Dawson	Graduate
			Hayden	Pohio	Guest

## APPENDIX II - NZIFST AGM 6th July 2022 - APOLOGIES

Abhilasha	Abhilasha	Jenny	Dee	Kevin	Kreutz	PK	Samal
Shereen	Al Yacoub	Lemuel	Diamante	Shaun	La Franco	Chathurika	Samarakoon
Ophelia	Ashton	Med	Dickens	Anthony	Light	Andrew	Samson
Jay	Attanagoda	Rebecca	Doidge	Lu	Lin	Robert	Schumann
Alan	Baldwin	Lynton	Edgecumbe	Simon	Loveday	Luca	Servanti
Shalome	Bassett	Jasmin	Estrera	Lan	Luo	Tracey	Sheehy
Howard	Berry	Laurence	Eyres	Helen	Matthews	Udehe	Singh
Claudia	Bettesworth	Alison	Fenton	Margaret	McCracken	Torben	Sorenson
Urte	Bierlin	June	Foo	Laurie	Melton	Lesley	Steeples
Roy	Biggs	Gabriela	Garcia-Scholtz	George	Miller	Aoife	Storan
Alan	Billington	Vivvek	Gargi	Karin	Miller	Maddison	Stratton
Chris	Bloore	Anne	Gatenby	Miranda	Mirosa	Dongxiao	Sun-Waterhouse
Mike	Boland	Janet	Goodman	Sandra	Murray	Janis	Swan
John	Brooks	Richard	Gray	Glen	Neal	David	Tanner
Shelina	Buddoo	Dudley	Haines	Michelle	Neyra	Dion	Thompson
Margot	Buick	Kirin	Harrison	Julie	North	Mike	Turner
Janette	Busch	Peter	Hawkins	Amanda	Nottage	John	van den Beuken
Rachel	Campbell	Ann	Hayman	Sally	Ostick	Jack	Wang
Marion	Castle	William	Hii	Don	Otter	Dana	Wang
Sandra	Chambers	Peter	Hobman	Kevin	Palfreyman	Andrea	Weir
Jagruiti	Chauhan	Craig	Honore	Seoyoung	Park	Jerry	Wellington
Don	Cleland	David	Horman	Jane	Petrie	Andy	Williams
Andrew	Cleland	Lee	Huffman	Amy	Pitt	Graham	Williams
Natalie	Collins	Toni	Hunt	Joe Mac	Regenstein	Peter	Wood
Hamish	Conway	Esther	Hutchinson	Margot	Richards	Marie	Wong
Hannah	Coppins	David	Illingworth	Barry	Richardson	Ferosha	Worn
Mike	Corbett	Nataliya	Ivashchenko	Tom	Robertson	Stella	Xiao
Jono	Cox	Huigh	Ivory	Tony	Rumbold	Michelle	Yeo
Peter	Cressey	David	James	Louise	Russell	Michelle	Yoo
Carol	Cullen	Stuart	Jones	Siew Young	Quek	Alex	Young
Anne	de la Cour						

**APPENDIX III: NZIFST Budget 2022-2023 and indicative Budget 2023-2024 (Motion #3)**

<b>NZIFST BUDGETS</b>						
		<b>Current Year</b>			<b>Next Year</b>	
		<b>2022-2023</b>			<b>Indicative</b>	
		<b>BUDGET</b>			<b>BUDGET</b>	
		<b>Income</b>	<b>Expense</b>	<b>NET</b>	<b>NET</b>	
Awards	Award Expenses	0	7,660	-7,660		-10,000
Awards	Award Prizes	3,500	12,650	-9,150		-9,000
bank	Bank and Merchant fees	0	300	-300		-500
bank	Interest Received	8,400	0	8,400		8,000
Board	Board, Exec, AGM	0	9,450	-9,450		-9,500
Branch	Branch activities	19,000	19,000	0		0
Careers	Challenge/Careers	0	3,500	-3,500		-5,000
Conference	Conference	30,000	0	30,000		30,000
External	EHEDG	38,000	34,000	4,000		5,000
External	Endorsements - FTPT, Brightstar	7,300	4,500	2,800		2,000
External	Event admin fees (on behalf)	1,900	0	1,900		2,000
Operations	Accounting & Audit	0	10,000	-10,000		-13,000
Operations	Insurance	0	2,500	-2,500		-2,500
Operations	Management & Operations	0	160,000	-		-145,000
Operations	Affiliation Memberships - RSNZ, IUFoST	1,600	1,600	0		0
Operations	Postage/Couriers	0	500	-500		-500
Operations	Survey Monkey, Board Pro, Vimeo (etc)	0	3,970	-3,970		-4,500
Operations	Website & Database platforms	0	6,500	-6,500		-6,500
Promo	Advertising - Website/Nibbles	7,350	0	7,350		7,000
Promo	Journal expenses	0	1,728	-1,728		-2,000
SUBS	Member Subscriptions	170,033	0	170,033		145,000
Sundry	Sundry, FIT, GMP, 50th Book, Depreciation,	234	475	-241		-300
	<b>Total Income/Expense</b>	<b>287,317</b>	<b>278,333</b>			
	<b>Gross Profit/Loss</b>			<b>8,984</b>		<b>-9,300</b>
In addition, there are expenses of up to \$52,000 associated with the Singapore IUFoST Congress 2022						
This is a direct consequence of our cancelled 2020 Congress						

