Celebrants' Association of New Zealand Inc.
Te Kāhui Ārahi Ritenga o Aotearoa

2021 AGM Papers

Sunday, May 23, 2021

11:20am - 11:50pm

Zoom video conference

Enriching Celebrants – Enriching New Zealand

www.celebrantsassociation.co.nz

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President's Letter

Kia ora tatou katoa,

Please read the following information before our AGM which will be held via Zoom video conference on Sunday 23 May 2021, 11.20-11.50am.

We need a quorum of 10% of the membership so do consider joining in and participating in this free event, which is held as part of our annual conference.

Information on how to register for, and join this meeting, is provided further on in this document.

The material presented here will inform and update you and allow you to take an active part in shaping our ever-growing association. Because we have allowed 30 minutes only for the AGM all reports will be taken as read and any questions or items of general business must be directed to support@celebrantsassociation.co.nz prior to the AGM and no later than Thursday, 20 May, 2021.

Nominations for the CANZ National Executive have been called and received and the new national executive team is introduced later in this document.

The branch reports are at the end of this booklet, and I thank everyone for the efforts they have taken to provide this information.

Nga mihi,

Lianne Fraser
National President

Registration

AGM Booklet

Please take some time to read through this 2021 AGM Booklet prior to the meeting.

Registration

You will receive an email notification regarding the AGM 14 days prior to the meeting date. The email will contain a link to the Humanitix Registration page. You will need to register for the zoom meeting. Registration is free and we encourage all CANZ members to attend.

Registering will give you your Zoom link information. SAVE THAT EMAIL.

To join your meeting on the meeting day is simple:

1. As early as 10 minutes before the meeting; on your computer, laptop or mobile phone click the link you receive from registering for the zoom link.

   We recommend joining early so if there are any issues you have with the technical side (sound, video, etc) that can be resolved before the event begins.

2. If you haven't used Zoom before you'll be prompted to download Zoom. Please click yes.

3. For those of you on limited data make sure your video is off. You'll still see those who are on video, they just won't see you.

Zoom

Here's a helpful video for those joining zoom for the first time.

Please read these helpful guides on Using Zoom and Online Meetings Privacy Policy.

Agenda

Annual General Meeting of the Celebrants' Association of New Zealand

23 May 2021, 11:20am, via Zoom Video Conference

1. Welcome
2. Confirmation of quorum (previously confirmed via registration)
3. Apologies
4. Proxies
5. Confirmation of previous AGM minutes
6. Matters arising from minutes (if any)
7. National Executive annual report
8. Financial statement and reviewers report 2020
9. Appointment of scrutineers (if required)
10. Introduction of National Executive Members 2020/2021
11. Branch Reports and any matters referred by branches
12. General Business
13. AGM Closed

Meeting Procedures

Our AGM allows the National Executive to summarise its activities over the previous year and its plans for the future, as well as permitting our members to ask questions or raise other issues. In so far as possible, we endeavour to do this within the allotted time, and in a collegial and collaborative environment.

We do not anticipate any highly controversial matters arising, but if our discussions should become protracted, the following rules are designed to keep us on track:

1. Any proposed amendment to a motion must be made in writing and notified to the chair, before it can be considered. The chair shall not accept any proposed amendment which is frivolous, or which seeks to frustrate or negate the original motion.

2. Any person proposing a motion may speak for up to four minutes to explain it and speak in support. Members responding to the proposed motion may speak for up to two minutes and shall be recognised in the order of those for the motion and those against. The mover of the motion will then have a right of reply of up to two minutes to respond. Apart from this right of reply, each speaker may speak only once to each motion. A warning bell will be sounded when a speaker has 15 seconds left to speak.

3. Procedural motions may be accepted at the discretion of the chair.

Minutes of the 2020 AGM

Minutes of the Annual General Meeting of the Celebrants Association of New Zealand Incorporated, held by Zoom Video Conference on 27 May at 7:00pm.

Present

National Executive Members

President: Dianne Troup
National Executive Member: Marg Palmer
National Executive Member: Jann Hook
National Executive Member: Paula McGill
National Executive Member: Lianne Fraser
National Executive Member: Kesh Gilmour
National Executive Member: Rachel Clarke

Members Registered

First Name	Last Name
Andrea	Adams
Pinky	Agnew
Lynne	Alberino
Sheryl	Alexander
Sam	Bennett
Gill	Berridge
Kath	Blair
Shirley	Bond
Kineta	Booker
Tasha	Bowen
David	Broome
Suzie	Brosnahan
Bernadette	Buckley
Sandra	Budd
Raewyn	Calvert
Krissy	Christensen
Christine	Cleugh
Rachael	Collins
Sally	Cook
Patricia	Cosford

Cheryl	Cowden
Maggie	Dalziel
Karin	De La Rey
Angelika	De Vere
Chris	Dever
Helen	Dewsnap
Rhonda	Diprose
Winnie	Duggan
Shayne	Elliott
Wayne	Fellingham
Donella	Fleming
Kathrine	Fraser
Lianne	Fraser
Christine	Furminger
Rebecca	Gellatly
Jim	Goddin
Jane	Godfrey
Maree	Grbin
Lynne	Greer
Charles	Grinter
Carol	Gunn
Susan	Halliwell
Sharron	Hanley
Sharron	Harris
Sherilyn	Hellier
Erin	Hill
Jeneane	Hobby
Cheryl	Hodgson
Jann	Hook
Eva	Hooper
Siobhain	Hooper
Holly	Hullena
Erica	Johannink
Barbara	Johnson
Paul	Johnstone
Allister	Kelley
Katarzyna	Laverick

Alison	Locke
Liz	Maluschnig
Janetta	Mandeno
Richard	Marchant
Jo	Massey
Rachael	Masterton
Olive	McCall
Helen	McCaul
Gail	McCullough
Paula	McGill
Beverley	Mclean
Francieli	McWilliams
Sandy	Millar
Dave	Moore
Jenny	Moyle
Sheryl	Mungall
Gail	Northwood
John	O'Leary
Yvonne	Osborne
Niki	Ovenden
Marg	Palmer
Suzanne	Panter
Fiona	Parkinson
Linda	Paterson
Sasha	Perry
Louise	Phillips
Diane	Pipe
Shirley	Pratt
Gabrielle	Pritchard
Joy	Ramsay
Joelle	Reid
Karen	Revell
Trudy	Riley
Jennifer	Roodt
Marie	Roser
Brent	Ruru
Helen	Rutledge

Sharon	Sanson
Anne	Shapcott
Rosemary	Sloman
Sandra	Smith
Heather	Sorensen
Sara	Stone
Jodie	Stuart
Gary	Sue
Larry	Summerville
Trudianne	Tait
Richard	Tankersley
Victoria	Thomas
Bryan	Thomson
Dianne	Troup
Rose	Vazey-Roberts
Patrick	Waite
Cam	Wakefield
Murray	Weir
Leonie	Whiting
Nicky	Wilson
Tisha	Wilson
Debbie	Woodfield

Welcome

Call to Order and Opening Comments

Dianne Troup, President, called the meeting to order at 7:00pm.

She advised members that AGM was being held via the Zoom platform in view of the cancellation of the 2020 CANZ conference due to Covid 19 restrictions. Dianne reviewed the rules and procedures for running an AGM via online video conference and opened the meeting with thoughts and rememberances regarding the Covid 19 pandemic and the Whakarii White Island disaster.

Recognition of National Executive Members, paid contractors, branch chairs and committees and others.

To begin our meeting, I wish to acknowledge and thank the National Executive for their dedication and commitment to their roles and for their unremitting support:

Marg Palmer
Jann Hook
Paula McGill
Lianne Fraser
Rachel Clarke
Kesh Gilmour

Lianne Kesh and Rachel will remain to see out their terms but Marg, Jann, and Paula and I have reached the end of our term so did not stand for re-election.

I want to acknowledge here that the contribution made by Marg, Jann and Paula has been on a scale that has humbled me. Through hours and hours of voluntary work they have brought real innovation and expertise and have remained committed to CANZ throughout some difficult times.

I also wish to acknowledge and thank the YourVA team Justine Parsons, Sue Balcomb, Hazel Raye, Claire Garner, and Megan Sajeske for their efficiency but also for being such a great team to work with. They each have a different skill set to call on and nothing is a problem to them. They have made a huge difference to the workload the Executive were carrying.

Karin de la Rey continues as the editor of Pānui and, following the resignation of Susan Timberlake, Karin now does the graphics for this publication as well. I know you will all be in agreement that Karin consistently produces a great product and I acknowledge and thank her for all she does.

I take this opportunity to thank Susan Timberlake for her years of wonderful work with Pānui and wish her well in her new ventures.

And last but by no means least, I thank the Branch Chairs and their committees. Their voluntary work in providing opportunities for collegiality, networking and information sharing, identifies what CANZ is about and the vitality of each branch is testament to their efforts.

We currently have 942 members, an increase from 844 last year and we have seen two new branches formed over the year; East Coast and Northland.

Timing

To endeavour to keep this online meeting within a reasonable time frame, Sue Balcomb will monitor the speaking times as shown on page 5 of your AGM booklet.

- Movers of motions have up to 4 minutes.
- Other speakers have up to 2 minutes.

- The mover then has right of reply of up to 2 minutes.
- Each speaker may speak only once to each motion.
- Sue Balcomb will mute the speaker when their time has expired.

Confirmation of Quorum

The quorum for an Annual General Meeting is 10% present in person, by proxy or via electronic means. I can confirm via the registration process for this Zoom meeting that we have 123 members registered, so a quorum is present and I formally declare the meeting open.

Apologies

Your attendance has been recorded by the registration process and I will now read the apologies.

Apologies have been received from:

Name	Received by	Proxy form received
Joanne Martin	Dianne Troup	No
Elizabeth Bennett	Sue Balcomb	Yes
Suzie Brosnahan	Dianne Troup	No
Anke Buhrfeindt	Sue Balcomb	No
Jodie Stuart	Sue Balcomb	No
Murray Weir	Sue Balcomb	No
Shirley Pratt	Sue Balcomb	No
Kim Barnett	Sue Balcomb	No
Clare Ladd	Sue Balcomb	No

That the Apologies be accepted

Dianne Troup/ Marg Palmer: Carried

Proxies

Deferred until needed. We have received proxies for voting, but will deal with these, and the appointment of scrutineers, if the need arises later in the meeting.

Please note that we will only need the proxies if there is a vote to be counted. Where that situation arises proxy voyes will be recorded via chat.

Valid proxies have been received from:

From	In Favour of
Elizabeth Bennett	Dianne Troup

Confirmation of previous AGM Minutes

Minutes of Annual General Meeting 25th May 2019

The minutes of the 2019 Annual General Meeting have been circulated in your AGM papers pp 6-16. Are there any errors or omissions in these minutes? No discussion ensued.

As someone present at that meeting, I move that the minutes of the Annual General Meeting held on 25th May 2019 at TSB Showplace, New Plymouth be approved and adopted as a true and correct record.

Dianne Troup/Jann Hook: Carried

Matters arising from the Minutes

There were no matters arising from the minutes which are not covered by the reports to this meeting as circulated.

National Executive Annual Report

We come now to the Annual Report of the National Executive which can be found on pp 17-23.

My annual report is documented in the AGM booklet and I won't speak to the whole report but just pick up some more pertinent issues.

December 2019 saw our departure from the agreement with FDANZ. This was a mutual agreement between both parties and we continue to have a strong and ever evolving relationship with FDANZ.

In view of this change the CANZ Rules need to be amended to remove references to Executive Officer and National Office and replaced with President, National Executive Member or YourVA team as appropriate. A vote on whether to accept the changes to the Rules or an agreed amended version will be taken later on this meeting.

VCANZ

As promised, we competed a review of VCANZ after one year. We have now enabled the broader functions of the new website, allowing members to complete their application, in its entirety, and pay only upon submission.

I offer sincere thanks to the VCANZ validators and supporters for their contribution of time and expertise to make this scheme a success in providing evidence of ongoing professional development.

Celebrant Schools

I would like to congratulate the Celebrant School and the Celebrant Training College for responding so quickly to the Covid 19 situation and providing guidance and resources to help us all through an unprecedented situation.

Registry Weddings

The process whereby registry weddings are now outsourced to VCANZ celebrants in the community is working very well and has provided more celebrant work for those involved. The strongly collaborative relationship between CANZ and BDM continues to prove beneficial to both organisations.

Conference

For obvious reasons we had to cancel this year's conference but the Wellington branch conference working group are committed to hosting us in May 2021 in the Lower Hutt Events Centre as originally planned.

Marketing

Marketing the CANZ brand has gained real traction over the past few months and we now have an active and extensive social media presence. Marketing will continue to be a priority as will providing resources to enable members to successfully market their own brand.

Website

The new website is working smoothly and gives us increased access to its functionality thereby allowing administrative savings.

Summary

The ability to react quickly to change is essential to the vitality of an organisation such as CANZ and we must continue to employ innovative responses to meet these changes.

Does anyone wish to ask questions or speak to this motion? No discussion ensued.

I move that the Annual Report of the National Executive be received.

Dianne Troup/Paula McGill: Carried

Financial Statement and Reviewers Report

The 2019 Financial Statement and Reviewers Report are on pp 41-56. There are two motions. The first is to receive the Statement and Reviewers Report: the second is to approve them so they can be opened for discussion.

I move that the 2019 Financial Statement and Reviewers Report be received

Dianne/Lianne Fraser: Carried

I move that the 2019 Financial Statement and Reviewers Report be approved?

Dianne Troup/Kesh Gilmour: Carried

The report is now open for comments or questions, The CANZ accountant John Sexton is with us so if you have questions regarding the report please use the chat function. No disussion ensued.

Recommendations from National Executive

There are two recommendations from the National Executive and I ask Lianne Fraser to make these recommendations

Motion 1 - Reviewer

The motion is that Kulesh de Silva be reappointed as Reviewer for the Association

Lianne Fraser/Marg Palmer: Carried

Motion 2 - Legal Advisor

The motion is that Barrister Derek Firth be reappointed as Honorary Legal Adviser for the Association

Lianne Fraser/Larry Summerville: Carried

Appointment of Scrutineers

If votes need to be counted on an issue, we will need scrutineers. As YourVA are managing the hosting of this Zoom meeting I move that Sue Balcomb and Megan Sajeske be nominated as scrutineers.

The motion is that Sue and Megan be appointed as scrutineers, if required.

Dianne Troup/Paula McGill: Carried

Introduction of National Executive Members 2020/2021

In line with CANZ Rules 7.1 (a) (b) (c) (d) (e) (f), the following members have been appointed to serve on the National Executive 2020:

Kesh Gilmour Rachel Clarke

Lianne Fraser Sharron Harris

Larry Summerville Brent Ruru

Thank you each of you for agreeing to your nomination and subsequent appointment. We wish you well in a very rewarding and fulfilling role.

The National Executive retains the right to co-opt a further National Executive member if needed as per CANZ Rules 7.2.

In line with CANZ Rules 7.3, 7.4, 7.5 the CANZ National President would normally be named at this meeting. However, due to travel and other restrictions imposed due to the Covid 19 pandemic a face to face meeting has not taken place. It was not felt appropriate to decide this appointment via a virtual meeting. Now that travel restrictions have been eased the new National Executive hope to meet face to face in Auckland on 21st June 2020 and will make this decision then. A handover from one exec to the other has begun and the new executive will continue to be supported by exiting members in the interim.

Branch Reports and any matters referred by branches

Dianne handed over to Rachel Clarke to present the following agenda items.

Honorary Life Membership

No nominations for this award were encouraged this year due to the inability to personally bestow the honour.

Matters referred by Branches

No matters were referred by Branches

Reports from Branches

The reports for each Branch are included in the AGM papers pp 58-75.

The work of the branches is critical to bringing fellowship and professional development opportunities to our members. Our thanks go to each of you on the branch committees for your efforts and successes.

Rachel Clarke moved that these reports be received.

Rachel Clarke/Kesh Gilmour: Carried

General Business

CANZ Rules

Dianne proposed that the amendments to the CANZ Rules as shown in AGM papers pp 24-40 whereby references to Executive Officer and National Office have been replaced with President, National Executive Member or YourVA team as appropriate be received and accepted.

The motion is that the amendments to the CANZ Rules as presented to this AGM 2020 be received.

Dianne Troup/Marg Palmer: Carried

I move that the amendments to the CANZ Rules as presented to this AGM 2020 be approved.

Dianne Troup/Marg Palmer: Carried

Are there any further items of General Business

Katherine Fraser raised a question regarding the proposed amendments to the CANZ Rules. Katherine suggested that reference should not be made specifically to YourVA although she acknowledged they are doing a good job.

Dianne accepted the suggestion and moved that the amendments to the CANZ Rules as re-amended and presented to this AGM be approved. The reference in the CANZ Rules to YourVA will be removed and replaced with "the admin support team."

Please use the chat function to vote in favour or against.

Dianne Troup/Marg Palmer: Carried

AGM Closed

There being no further items of general business I hereby declare the Annual General Meeting 2020 closed.

Gavel

Presentation of Report from Registrar-General Jeff Montgomery

Jeff Montgomery presented an update on the Celebrant Review and followed by addressing questions posed by members present.

Annual Report of the National Executive 2020 - 2021

Introduction

The 2020-2021 year has had a range of challenges on many fronts as our organisation and our members learned to cope and adapt to the advent of Covid-19, uncertainty and constant change.

That said, CANZ has experienced significant progress throughout these difficult times. Our membership has increased, we've developed new external relationships to the benefit of our members, have advanced our profile across social media (Facebook, LinkedIn and Instagram), added substantial information to our new website and created several practical tools for celebrants to use if they wish. As well, we have a new branch in Manawatu/Wanganui.

The CANZ National Executive (NE) remains committed to the expansion and development of our organisation, lifting the CANZ profile amongst the public and our stakeholders whilst always mindful of the original forces, objectives and purposes of CANZ as stated in the Celebrants' Association NZ Rules.

The National Executive works on a voluntary basis and this year has consisted of the following:

Lianne Fraser – President. Organisational figurehead, liaison with membership and external stakeholders, principal overview of all management areas.

Rachel Clarke – Vice President. Responsible for VCANZ (professional pathways), membership, conference, website, branch development, strategy, TOW.

Kesh Gilmour- Health and safety, strategy, conference committee.

Shayne Elliott - Finance, strategy (co-opted member).

Jo Smith – Membership, website, brand guidelines, strategy (co-opted member).

Carol Pilcher – Strategy, VCANZ (co-opted member).

Jim Goddin – FDANZ (co-opted member).

Following the 2020 AGM, three newly elected executive members resigned. This left the three encumbants, Lianne Fraser, Rachel Clarke and Kesh Gilmour with few resources and an interesting challenge. Five members agreed to be co-opted to the NE: Jo Smith (Hawkes Bay, East Coast); Mary-Anne McAllum (Taranaki); Carol Pilcher (Wellington); Shayne Elliott (Auckland) and Jim Goddin (Waikato and an FDANZ rep). For health reasons Mary-Anne has recently resigned but has helped to kickstart the reveiw of our strategic plan.

Because of Covid-19 the NE has met only twice face-to-face – in September 2020 and April 2021 with another meeting scheduled for 22 May, prior to our conference and AGM. The NE has met each month via ZOOM and on this platform, as required.

Following the decision of the previous NE, we have continued our support contract with YourVA, also known as the CANZ support team. The structure is now as follows:

Justine Parsons: YourVA owner has overall management of the CANZ support team.

Hazel Raye: finance, administration, member and NE support

Megan Sajeske: events co-ordinator working in the areas of conferences, support to branch events, and coordination of branch leadership days.

Penny Voigt: social media, blogs

As and when needed, others in Justine's diverse and skilled team have stepped in to advise and to help complete projects.

This move has proven to be strategically advantageous to CANZ as an organisation, particularly in marketing and social media promotion. We are grateful to the YourVA team for their constant availability and effective responses.

National Education Events

The effects of Covid-19 impacted our ability to plan and develop national education events, and once again we could not hold the annual branch leadership day.

However, across the regions, branches hosted a range of successful workshops and education events. The Celebrant School and Celebrant Training College continued to offer online courses as did several other professional development organisations. All branches held APMs, although some of these were via ZOOM; not all had an ongoing professional development component.

Member Support

BDM continue to support CANZ by encouraging new applicants to join our professional organisation.

CANZ Support (YourVA) provides excellent support to the membership and responds promptly to requests.

The resources on our website have increased significantly throughout this year.

A supervision process is on track to assist members.

An automated billing system for membership subscriptions is now in effect and any small glitches have been remedied.

Branch Support

Branches and their members around Aotearoa/New Zealand continue to be the core strength of CANZ and we're delighted to support our newest branch, Wanganui/Manawatu. However, the uncertainties of the past year coupled with changes in personal circumstances have in some areas, disrupted the effectiveness of the branch structure. The NE continues to

support branches and whenever possible, representatives of the NE have attended branch meetings and APMs.

Where the branch structure is vulnerable, the NE has suggested a more flexible approach. As an example, Northland is taking a pause from being a formal branch and members will casually get together to connect collegially and collaborate. The ability to maintain a formal structure very much depends on the commitment of individuals. This does not weaken the support that branches receive from the CANZ support team and the NE.

In the previous year the branch liaison role was dis-established, however the NE has revisited this decision and will appoint a branch liaison person for each branch and we encourage you to develop and maintain communication with the NE member assigned to your area.

Sincere thanks to all of the branch chairs, secretaries, treasurers and their respective committees for their continued contribution and commitment to providing learning, and collegial opportunities to our members.

Financial Report

Please see Financial Report from Sexton Business Builders on page 48 of this booklet.

As you can see, CANZ is in a sound financial position, however it's evident that we do a lot of volunteer work on behalf of our members, which I believe, provides significant value for money but it's not sustainable going forward. For this reason, I'm signalling that in the 2022 to 2023 year there will a small increase in our membership fee.

Communication and Marketing

It has continued to be a priority to increase brand awareness of CANZ and our members. Wherever appropriate we have responded promptly to national media requests. CANZ support has done an excellent job across social media to raise our profile, while also giving members tools and information to share across their personal platforms.

https://www.celebrantsassociation.co.nz/blog/

CANZ Website

Throughout the year we have continued to update and upgrade the information available to members on the CANZ website and several new pages have been added. Over the last year, consistent increasing month-to-month website visitors and page visits have occurred.

There has been a range of improvements undertaken to increase the site's functionality and its accessibility to members. A new search tool has been added by our website provider which has further increased easy access to the raft of information and resources available.

We encourage members to log on regularly, use the new search engine tool and become familiar with the website and all it has to offer. If you encounter any problems at all, email support@celebrantsassociation.co.nz .

Please do update your details regularly, ensure you have a photo on your profile page and you're the primary region of work is noted and that your profile is accessible to the public.

Pānui

Karin de la Rey continues to creatively provide each quarterly edition of Pānui with relevant and useful information. As well as regular input from our stakeholders we encourage our members to submit ideas, feature articles and photographs.

BDM, FDANZ, The Celebrant School and The Celebrant Training College, are regular contributors and ensure we are up to date with any legal or collegial aspects of our role and serve to enhance the relationship we have with each organisation.

CANZ Chat

Thank you to all who contribute, query and respond via this medium. As always, I offer the caution that although it is a closed member site, no site is completely secure so please be circumspect, positive, and respectful when you use it.

Social Media

Goals were to create social media presence for CANZ with consistent branding (logos and images) across all platforms as well as the creation of rules around etiquette. Social media should regularly share information both relevant and useful for celebrants and people looking to hire celebrants. Social media allows CANZ to quickly react to changes in the industry with updates to relevant groups. This allows CANZ to respond promptly before issues escalate.

Overall learning from the year show it is important to showcase a wide variety of CANZ services, not just weddings and funerals, in order to provide more opportunities for celebrants to show their authority in subjects. Guest authors of posts tend to do particularly well in terms of engagement and reach.

Facebook

Every CANZ member with Facebook can be added to a relevant Facebook group based on location. The goal for Facebook was to receive 800 new followers this year. This goal was surpassed with 1186 new followers.

LinkedIn

LinkedIn has not been as successful a platform for CANZ as hoped. It is suggested that CANZ Members who have LinkedIn like the CANZ Page and add CANZ as a place of employment to increase our engagement in LinkedIn.

Instagram

The increase of engagement with the CANZ Instagram account has caused the more accounts to be organically reached.

Professional Pathways

VCANZ: Report given by Rachel Clarke

VCANZ continues to see steady interest with Rachel Clarke running an intensive programme of workshops across last year (2020); although numbers starting the process were reduced on the previous year. Currently, we have 179 members with VCANZ (16 across 2020 WITH 10 validated to date in 2021). Workshops are continuing in 2021 from April to October and you will find these listed on the CANZ event page. The questions have been revised with an emphasis on assisting the applicant to respond reflectively as opposed to descriptively. Significant work has been undertaken in the background on the website and the new system has checks and balances, automated acknowledgements upon receipt and completion and gives you a helping hand every step of the way. The VCANZ programme is coming up for review and you will hear more from us about that following the CANZ AGM. We are looking for VCANZ supporters and validators so if you are interested in either of these roles, please email Rachel directly on rachel@lifecelebrancy.co.nz

Professional Pathways

VCANZ continues to see steady interest and Rachel Clarke ran an intensive programme of workshops across last year. These will continue from April to October 2021 and are listed on the CANZ event page. The questions have been revised with an emphasis on assisting the applicant to respond reflectively as opposed to descriptively. Significant work has been undertaken in the background on the website and the new system has checks and balances, automated acknowledgements upon receipt and completion and gives you a helping hand every step of the way. The VCANZ programme is coming up for review and there will be more work on this in the coming year.

Conference: Report given by Rachel Clarke

In summary, the conference committee 2020 was led by Claire Ladd and Helen Chesterman up to the time when the 2020 conference in Lower Hutt was cancelled by COVID. With Kesh Gilmour liaising on behalf of National Executive with the conference committee; the decision was made after consultation with CANZ members to hold a virtual conference. Further to that, Rachel Clarke stepped in to support the operational set-up of the virtual conference. The programme has now been delivered to all members and we hope the option of registering and attending as an individual or coming together with other CANZ members where some branches are offering a huddle will be a successful model. As a first-time virtual venture, there is a little bit of nail biting going on but we have great AV support in place and know that with Pinky Agnew - well known celebrant and MC as our MC for the day we can look forward to an engaging day via the ZOOM medium. We have condensed most of the speakers into the one day, along with offering members a break-out conversation time around the plenary sessions and five workshops to choose from at the end of the day. The conference is exceptional value - especially for those members who jumped in early and got the EarlyBird special. We look forward to the feedback. It has been a long journey to get here.

Celebrant Training Providers

CANZ strongly endorses the celebrant specific training and on-going professional development as provided by The Celebrant School and the Celebrant Training College and highly recommend their programmes. Please visit their websites to see their offerings for new and experienced celebrants alike.

Professional development

We encourage members to engage in on-going professional development and there is a range of opportunities, not just in NZ, to achieve this.

Of interest to funeral celebrants is that the NE has negotiated a 10% discount on Grief Centre courses.

External Stakeholder Liaison

BDM – Births, Deaths and Marriages

The relationship with BDM continues to strengthen. Their information sharing, together with the accessibility of their team, is a true benefit to members.

The BDM leadership team is always very available to us and there is mutual respect and open dialogue when our views differ.

The range of issues in respect of registry weddings remain a permanent agenda item and the NE continues to lobby for change.

BDM has used our suggested changes to the script for registry weddings and at our request have made several other changes to their website.

The criteria BDM now use to appoint independent celebrants has been updated as has the ability for redress if a celebrant has a complaint lodged against them.

Never hesitate to approach BDM if you have a query or concern that isn't answered on either their website or ours.

FDANZ- Funeral Directors Association NZ

A strong two-way relationship continues to develop between CANZ and FDANZ. The CANZ president presented at their AGM late last year and will participate at a plenary at their May conference (postponed from March due to Covid level changes).

Although there was often confusion and last minute change, throughout the level changes CANZ received up to the minute information to share with the membership.

Mental Health Foundation

CANZ members and representatives from the NE are contributing to an MHF project in post-suicide care.

Industry Partnership Group

CANZ has contributed to a group initiated by Recreation Aotearoa to link those involved in bereavement.

Australian Federation of Celebrants

CANZ continues to have open dialogue and build on our relationship with this organisation.

Health and Safety

The Health and Safety Guidelines sit in the Member's Resources – "Essential Documents and Helpful Resources" section of the website and it is recommended that you familiarise yourself with this at least annually. This has been updated so now would be a good time to revisit it.

New CANZ National Executive 2020

As the number of nominations for the National Executive did not exceed the allowed number (seven) each of the seven nominees have been appointed unopposed.

Your new National Executive consists of:

Lianne Fraser

Lianne is an incumbent member of the CANZ Executive. Becoming a celebrant was the most natural progression in Lianne's career and something she utterly enjoys. She has a certificate in celebrant studies from the Celebrant School/Te Wananga Korowai Aroha and is a validated member of CANZ. From 1990, Lianne worked in media and community relations for the Department of Conservation, leaving in 2008 to become a local journalist and broadcaster for Newstalk ZB. She is a published writer and has worked as a freelance writer, event manager, fundraiser and lectured in Public Relations and Communications at Waiariki Institute (now Toi Ohomai), Rotorua. She is an accredited member of the Public Relations Institute and until recently was a communication advisor at The Business Studio, now Legend. Now an experienced funeral celebrant, Lianne also loves the joy of marriage, celebration and ritual; it's such an important part of life. She's based in Taupo, married with three adult children and two grandchildren.

Rachel Clarke

Rachel is an incumbent member of the CANZ Executive. Like all celebrants, Rachel loves working with people and her interest stems from years of nursing and teaching. She is passionate about professional development and has been running VCANZ workshops since the end of 2019. With Covid-19, these workshops are offered online, providing a wonderful platform for meeting celebrants from across the country.

Kesh Gilmour

Kesh is an incumbent member of the CANZ Executive. She is a passionate, trained and experienced VCANZ celebrant who feels privileged and honoured to officiate at weddings. Outside of being a Celebrant, Kesh works full-time in leadership development for the Pacific nations, volunteers her time to Rotary and is due to self-publish her first novel this year.

Shayne Elliott

Shayne is a South Auckland/North Waikato based celebrant and a registered New Zealand celebrant. Born in Gisborne, New Zealand has been his family's home for over 5 generations. He is a weekend motorcycle rider and novice gardener/handyman who brings a dynamic humour and relaxed creative flair to his celebrancy.

Joanne Smith

Jo Smith is a VCANZ celebrant from Hawke's Bay. She is at heart a celebrant and storyteller with a warm, inclusive and gracious style. Jo wants you to experience a ceremony that resonates and has a lasting memory. Communication and public speaking are at the core of Jo's skill base primarily as a voice teacher, actor and director; a manager of people in print media and public relations; a voluntary leader and trustee of community organisations and high profile events.

Carol Pilcher

Carol is a positive, friendly, supportive, and professional VCANZ celebrant who works across the Wairarapa, Kapiti, and Wellington areas. She is experienced in working with family/whanau with a high priority in creating a ceremony that is unique and personal. She is passionate about VCANZ and has been helping Rachel since the start of 2021 with her VCANZ workshops.

Tahir Nawaz

Tahir is a Kilbirnie based celebrant and President of the International Muslim Associations of New Zealand (IMAN). He was born in Pakistan and has been living in Aotearoa New Zealand for over two decades. As an Adjunct Fellow in the Wellington Faculty of Education, he works on partnerships to connect Islamic students and the Islamic Community with the Faculty so the future is better and brighter for the nation and children. He provides chaplaincy services to Islamic students in the University.

The role of being on NE is time-thirsty and I am enormously grateful to the work of the existing NE, those elected, and those co-opted to the team and thank them all for their commitment and support to the role and to CANZ. In particular I want to acknowledge the contribution of our vice-president, Rachel Clarke who has contributed countless hours to deliver VCANZ workshops, update the website, liaise with branches, the conference committee and driven the supervision process

Summary

This has been another challenging and sometimes difficult year for CANZ and the National Executive team as I'm sure it has been for each of you as you navigate, pivot and adapt to constant and unexpected change and support the many individuals and families that you work with.

As we celebrate our 21st year as a professional organisation I've reflected on the value we bring to the role of celebrants and to our members. I absolutely believe that the work we do and contributions we make does enhance and enrich celebrancy across Aotearoa/NZ. There is enormous strength in our collective and we are each responsible for its success.

Ki te Kotahi te kākaho, ka whaiti ; ki te kāpuis, e kore e whati

If a reed stands alone, it can be broken; it is in a group, it cannot.

From: 'Aroha, Māori wisdom for a contented life lived in harmony with our planet, by Dr Hinemoa Elder.

Celebrants Association of New Zealand Incorporated

Rules

May 2021

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1. Name

The name of the Association is “Celebrants’ Association of New Zealand Incorporated”.

2. Objects and Purposes

1. The Association is required to operate within the scope of its objects and purposes. In giving effect to these objects and purposes, the Association shall encourage policies and practices that reflect New Zealand’s cultural diversity and shall, in particular, have due regard to the provisions, spirit and intent of the Treaty of Waitangi.

1. The objects and purposes of the Association are:

    1. To foster celebrancy and to support celebrants in carrying out their duties competently, professionally and ethically.

    2. To maintain high standards among celebrants including ethical standards and standards of cultural respect and sensitivity.

    3. To encourage co-operation and the exchange of experiences and ideas among Members.

    4. To provide advice and information to support Members in the effective performance of their duties.

    5. To facilitate educational opportunities and to encourage the continuing professional development of Members.

    6. To promote public awareness of the roles and functions of celebrants.

    7. To act as an advocate for celebrants with Government and other organisations and agencies.

    8. To do all such other lawful things that are necessary or helpful to the achievement of the above objects and purposes.

    9. Pecuniary gain is not an object or purpose of the Association.

2. Powers

3. In addition to all other powers vested in the Association by these rules or by law, the Association shall have and may exercise (either alone or with any other organisation, body, person or persons) the following powers:

1. By all lawful means, to trade, make profits and/or losses, collect funds and raise money.

2. To construct, maintain, improve, alter, enlarge, pull down, demolish, remove, replace, manage, acquire, hold, gift, sell, bail, exchange, license, lease, mortgage and otherwise encumber, exhaust, use and/or exploit any and all forms or real or intangible property.

3. To establish, undertake and execute any trusts.

4. To lend, borrow, gift, invest or otherwise deal with any form of money, security or asset.

5. To write down or write off any debt to the extent it may be considered irrecoverable.

6. To communicate, discuss and represent to any government, regulatory authority, organisation, individual or other body information, matters of concern or interest to members generally.

7. To join with in any capacity such other organisation, body or persons and to incorporate companies, to enter partnerships and joint ventures if to do so is not inconsistent with the Association's objects and purposes.

8. To delegate.

9. To the extent permitted by law, to indemnify including to obtain insurance cover for its officers and others.

10. To establish, maintain, control, manage and dissolve Branches of the Association and to determine and modify the rules, rights, privileges, obligations and duties of any such Branch.

11. Without limiting the foregoing, to do such things, incur such costs and complete such documents as may in the opinion of the National Executive be conducive to the performance of the Association's objects and purposes.

4. None of the powers of the Association shall be deemed subsidiary or ancillary to any other power or authority and the Association shall be entitled to exercise all or any of the powers independently of any other or other of them. In the event of any ambiguity, this provision shall be construed so as to widen and not restrict the powers of the Association.

5. The National Executive may exercise all the powers of the Association except those powers that these Rules or the Incorporated Societies Act require to be exercised by general meetings of the Members.

6. The National Executive may delegate to a member of the National Executive, a subcommittee or staff, any of its powers and functions other than—

1. This power of delegation or,

2. A duty imposed on the National Executive by the Incorporated Societies Act or any other law.

7. The delegation must be in writing and may be subject to the conditions and limitations the National Executive considers appropriate. The National Executive may, in writing, revoke a delegation wholly or in part.

8. The Control and Investment of the Association's Funds

9. The Association must keep true and fair accounts.

10. The National Executive is responsible for keeping proper accounting records of the Association's financial transactions to allow the Association's financial position to be readily ascertained.

11. Annual financial statements for presentation at each Annual General Meeting will be prepared in accordance with the Association's accounting policies.

12. The income and property of the Association shall be applied solely towards the promotion of the objects and purposes of the Association.

13. The National Executive may use the funds of the Association as it considers necessary, expedient or proper in payment of the costs and expenses in furthering or carrying out the objects and purposes of the Association including the employment of solicitors, auditors, officers, agents, consultants and employees or others authorised to perform the functions delegated by the National Executive.

14. The Association may invest and deal with funds of the Association not immediately required in such a manner as decided by the National Executive.

15. Prohibition of Pecuniary Gain

16. While the Association may trade and make profits, in no event will the Association operate for the pecuniary gain of any of its members. In no event will any member:

1. Have an exclusive or otherwise disposable right to any property held by the Association.

2. Be entitled to share in the revenue generated by any of the Association's activities irrespective of the contribution to the generation of that revenue by the member.

3. Be entitled to receive any gain, dividend, distribution, a share of any profits or any other financial benefit howsoever generated by the Association.

17. It shall not contravene the prohibition on pecuniary gain if a member receives:

1. Remuneration for services provided to the Association in the ordinary course of that member's employment or retention by the Association.

2. Payment for services provided to the Association by a member in the ordinary course of their occupation or the occupation of a business in which the member is retained.

3. Reimbursement of costs incurred by that member in performing service on behalf of the Association.

4. Pecuniary gain to which the member would be equally entitled if not a member of the Association, having entered into a transaction with the Association on arm's length term.

5. Prizes other than financial prizes in competitions run by the Association for members

6. Pecuniary gain permitted by law and accepted by the National Executive in its sole discretion as appropriate.

18. Membership

19. The membership of the Association shall consist of various categories as determined by the National Executive from time to time. The National Executive will set the eligibility criteria for each category of membership

20. The National Executive will from time to time set the Association's membership fees for each membership category.

21. Any person who satisfies the criteria for one of the membership categories determined by the National Executive is eligible for membership and may become a member if they:

1. Complete the relevant application form, supply all requisite details and information and make any declarations, or gives any undertakings, that may be required by the National Executive from time to time (including, but not limited

to, undertakings as to compliance with the Rules and any Code of Conduct or Code of Ethics) and,

2. Pay the appropriate membership fee.

22. The Association shall keep an electronic register of members, containing full name and address of the Member and any other information as required by the National Executive from time to time

23. No information may be provided to a third party without the approval of the member.

1. The membership of a member ceases on resignation or expulsion.

1. A member is taken to have resigned if

1. The member's written resignation is received by the Association or,

2. The member's annual subscription is more than 1 month in arrears or

3. Where no annual subscription is payable a written request to the member to confirm that they wish to remain a member has not been responded to within 1 month after the request has been sent

2. A member may be expelled from the Association if the member:

1. Does not provide the requisite details, information, declarations or undertakings set out in the application form or,

4. No longer fulfils the eligibility criteria for a category of membership.

24. Election of Officers

25. The National Executive may consist of up to seven persons who, being members of the Association, shall be elected as National Executive members by the members of the Association in accordance with these Rules as follows:

1. Notifications calling for nominations to vacant National Executive positions are to be sent to all members at least forty-two days prior to the Annual General Meeting.

2. All nominations must be in the hands of the Secretariat thirty-five days prior to the Annual General Meeting

3. A proposer and seconder must sign the nominations. The nominee must also agree in writing to accept nomination. Proposer, seconder and nominee must all be members of the Association.

4. Any nominee must be a member of the Association who has been a member of the Association for at least two consecutive years.

5. The term of appointment will be 3 years, with the term taking effect from the day after the Annual General Meeting.

6. In the event the nominations received do not exceed the number of vacancies, the President may declare that nominees duly elected without the need for a ballot of any kind.

7. Voting forms, whether paper or electronic, shall be forwarded to all members no later than thirty days prior to the Annual General Meeting.

8. Voting must be concluded at least fifteen days before the Annual General Meeting.

9. The National Executive who have been duly elected will be announced via e-mail or other communication means to the membership as a whole, ten days before the Annual General Meeting.

10. The National Executive may appoint scrutineers to determine the result of the election.

11. In the event of a tied vote, the National Executive will decide a method for determining how to select between the nominees.

26. The National Executive may co-opt from time to time additional National Executive members with or without full voting rights. Their term of office shall expire at the next Annual General Meeting following their appointment unless the National Executive earlier rescinds their appointment. A person may be co-opted because they bring particular aptitude to the National Executive and such person(s) may or may not be a current Member.

27. A meeting of the newly-elected National Executive shall be convened upon the declaration of the result of the National Executive election, to appoint a National Executive member as President of the Association. The appointment of a National Executive member to be President shall be by consensus or a simple majority vote of the National Executive. The National Executive member proposed as President may participate in any such vote.

28. Such meeting may be held in person, or by conference telephone call, video-conferencing, email or such other technology as the National Executive may determine is appropriate.

29. The position of President will be announced at the Annual General Meeting.

30. Should a position become vacant through death, resignation or for any other reason the National Executive may appoint a suitable replacement from the membership to act in that office until the next regular election of that National Executive member would occur.

31. A National Executive member may resign from the National Executive by written notice.

32. A person ceases to be a National Executive member if he or she fails to attend 3 consecutive National Executive meetings without a leave of absence from the Chair or ceases to practice as a celebrant.

33. A National Executive member may be removed from office by the President by reason of:

1. Inability to perform the requirements of the position,

2. Neglect of duty,

3. Misconduct,

4. Bankruptcy.

34. Duties of the National Executive

35. As soon as practicable after being elected or appointed to the National Executive, each member must become familiar with these Rules and the Incorporated Societies Act.

36. The National Executive is collectively responsible for ensuring that the Association complies with the Incorporated Societies Act and that individual members of the National Executive comply with these Rules.

37. National Executive members must exercise their powers and discharge their duties:

1. In good faith in the best interests of the Association;

2. For a proper purpose;

3. With care and diligence; and

4. To avoid and declare any potential or perceived conflicts of interest.

38. A National Executive member who has a material personal interest in a matter being considered at a National Executive meeting must disclose the nature and extent of that interest to the National Executive.

39. If the President determines that the National Executive member has a material conflict, the National Executive member:

1. Must not be present while the matter is being considered at the meeting; and

2. Must not vote on the matter.

3. If there are insufficient National Executive members to form a quorum after all National Executive members who have a material personal interest are disqualified from voting on a matter, a general meeting may be called to deal with the matter.

40. This rule does not apply to a material personal interest:

1. That exists only because the National Executive member belongs to a class of persons for whose benefit the Association is established or,

2. That the National Executive member has in common with all, or a substantial proportion of, the Members of the Association.

41. National Executive members and former National Executive members must not make improper use of:

1. Their position,

2. Information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

42. The business of the Association must be managed by or under the direction of the National Executive.

43. The National Executive may:

1. Appoint and remove the President/Secretariat.

2. Establish subcommittees consisting of members and non-members with terms of reference it considers appropriate.

3. Approve (and from time to time amend) a Code of Conduct and a Code of Ethics which will be binding on all members once notice is given to members of them. Such codes may be published on the Association's website.

44. Meetings and Voting

45. A meeting is either an Annual General Meeting or a Special General Meeting.

46. Members shall be given at least 21 days' notice of any general meeting.

47. The Association may give the notice of meeting to its members;

1. By sending it by post to the address of the member in the register of members; or

2. By sending it to the electronic mail address nominated by the member.

48. The notice of meeting must:

1. Set out the place, date and time for the meeting (and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this); and

2. State the business of the meeting; and

3. State that members have the right to appoint a proxy; and

4. State that the business of the meeting will be restricted to those items of which due notice has been given unless approval is given by the President.

49. The Annual General Meeting shall be held once every year no later than five months after the Association's balance date.

50. The National Executive shall determine when and where the Annual General Meeting will be held.

51. At each Annual General Meeting the National Executive shall present a report covering the previous year's work and other matters pertaining to the welfare of the Association and the Association's year-end financial statements.

52. Other business, including general business, may also be undertaken.

53. The National Executive may call Special General Meetings.

54. The National Executive must call a Special General Meeting if the President receives a written request signed by at least 20% of the Members.

55. A request for a special general meeting must—

1. Be in writing; and

2. State the business to be considered at the meeting and any resolutions to be proposed; and

3. Include the names and signatures of the members requesting the meeting; and

4. Be given in writing to the National Executive.

56. If the National Executive does not convene a special general meeting within one month after the date on which the request is received by the National Executive,

1. The members making the request (or any of them) may convene the special general meeting.

2. The Association must reimburse all reasonable expenses incurred by the Members convening the special general meeting.

57. A Special General Meeting convened by members must be held within 3 months after the date on which the original request was received may only consider the business stated in that request.

58. No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business.

1. A quorum shall be at least 10% of Members (present in person or by use of appropriate technology). In the case of any dispute as to whether the requisite numbers of Members are present, the decision of the President of the meeting will be final.

59. No business shall be transacted at any National Executive meeting unless a quorum is present.

1. The quorum for any meeting of the National Executive shall be three.

60. Common Seal

61. The Association shall have a common seal, which shall be kept at the registered office, and shall only be affixed to documents in the presence of the President, or in the presence of two members of the National Executive or one member of the National Executive and the President, or other person duly appointed by the National Executive for such purpose.

62. In the event that the Association is no longer required, under the Incorporated Societies Act, to have a common seal, contracts will be executed by an approved National Executive policy.

63. Resolving Complaints and Disputes

64. Any person may lodge a complaint with the Association concerning a Member. Every complaint shall be in writing and supported by any statutory declaration or additional information the Association may require. Complaints regarding Members must be received by the Association within 90 days of the date of the ceremony.

65. When a Member lays a complaint with the Association against any other Member, the complainant Member shall agree that it will accept the decision of the National Executive in full and final settlement of the subject matter of the complaint.

66. In the absence of a written complaint, the National Executive may of its own volition initiate action and follow the procedure as for a written complaint.

67. When a Member lays a complaint with the Association against any other Member, the complainant Member shall be responsible for the payment of any reasonable legal costs incurred by the National Executive and by the Member complained against in the event that the complaint is held to be invalid. The complainant Member must be given prior written notice by the Association that a legal opinion is to be sought.

68. The National Executive shall only consider (or continue to consider) a complaint made or referred to it, if it is satisfied that:

1. The matter cannot be resolved informally;

2. It is not more appropriate that the complaint be dealt with by a court, or by another independent or statutory complaints or conciliation procedure, or by mediation or arbitration;

3. Except where relevant new evidence is available, the subject matter of the complaint was not included in a complaint by the same complainant; or by any one or more of them, previously considered by the Association;

4. The subject matter of the complaint made to the Association, has not been, or is not, the subject of proceedings in or before any court, tribunal,

mediator, arbitrator, ombudsman, or any other body involved in complaints or disputes resolution;

5. The subject matter is not a fee dispute;

6. Consideration of the dispute would not cause the Association to infringe trade practices legislation or any other legislation.

69. On receipt of a complaint, the Association shall, unless the complaint is frivolous, vexatious, and/or of insufficient nature to warrant being referred to the Member and is able to be resolved without being so referred:

1. Send to the Member concerned copies of the complaint;

2. Any supporting statutory declaration;

3. Any supporting additional information;

4. Require the Member within 14 days to respond in writing to all matters raised in the complaint and any other matters required by the Association or to appear before the National Executive.

70. If the National Executive is of a unanimous opinion, they can immediately suspend the Member pending the outcome of an investigation, if this course of action is in the best interests of the Association.

71. The National Executive shall investigate the complaint and make a decision in camera. The National Executive shall take into account what is reasonable in the circumstances with regard to:

1. The principles of good celebrancy practice.

2. The Association's Code of Ethics and Code of Conduct.

3. Any applicable rule, law or relevant judicial authority.

72. In defining what is fair and reasonable, the National Executive may consider:

1. The way in which the Member dealt with the complaint, before and after the complaint arose.

2. The manner in which the complainant approached the Member before and after the complaint arose.

3. Any other matters the National Executive considers relevant.

73. The National Executive shall adopt one or more of the following courses of action:

1. Decide that no further action be taken.

2. Refer the complaint to a Disciplinary Committee.

3. Informally admonish the Member, whether or not they have breached the Rules, the Code of Ethics or the Code of Conduct.

4. Order the Member to do one or more of the following:

    1. Provide an apology to the family or individual involved;

    2. Refund or waive all or part of the Member's celebrancy fee;

    3. Make an ex gratia payment to the family or individual involved.

    4. Provide an additional level of reporting or supervision for a specified period.

    5. Suspend the Member status as a Member of the Association until specified improvements or training has been completed, if the conduct of the Member firm is in the National Executive's opinion contrary to the aims and objectives of the Association, or is in contravention of the Code of Ethics or Code of Professional Conduct.

    6. Expel the Member in accordance with these Rules.

74. For the purposes of any investigation, the National Executive may:

1. Make, or employ any person to make, such preliminary inquiries as the National Executive considers necessary; and

2. Require any Member to whom the investigation relates to provide the National Executive or any person so employed within 14 days or such longer period of time as the National Executive thinks fit any documents, things or information that are in the possession or under the control of that Member and relate to the subject matter of the investigation; and

3. Take copies of any documents that are provided to the National Executive; and

4. Require the Member at the Member's own cost to attend before the National Executive on at least 14 days' notice to confer regarding the complaint; and

5. Request the complainant at the complainant's own cost to attend before the National Executive on at least 14 days' notice to confer regarding the complaint.

75. The National Executive shall relay its decision to the Member and to the complainant by ordinary post or electronic mail within 14 days of the decision, and where the National Executive has resolved to suspend the Member, a copy of that resolution must be mailed to all Members by ordinary post or electronic mail within 14 days of the date of such resolution.

76. From the fourteenth day after the decision to suspend, the Member concerned shall not be permitted to display before the public the letters Celebrants Association of New Zealand or otherwise indicate that it is a Member of the Association, but it will be entitled to receive all notices, circulars and news sheets emanating from the President's office.

77. Upon the National Executive receiving satisfactory evidence that the suspended Member has remedied the complaint which brought about the suspension, then by further resolution of the National Executive (either at a full meeting or by postal or electronic vote) the suspension shall be lifted thereby restoring the suspended Member to full forthwith. This Member shall be notified of the resolution lifting the suspension.

78. If the suspension has not been lifted within four months of the date of the suspension or re- confirmation of suspension, the National Executive must convene a meeting and invite the Member to be present. At this meeting, having given the Member further opportunity to make submissions the National Executive may by resolution:

1. Lift the suspension and reinstate the Member to its previous status; or

2. Reconfirm the Members suspension for a further period; or

3. Give notice that at its next meeting it will pass a resolution to expel the suspended Member in accordance with these Rules.

79. Subsequent to a National Executive meeting at which the National Executive reconfirms a suspension, the suspended Member firm may by notice in writing appeal against the suspension, and such appeal shall be heard and dealt with at the next Annual General Meeting or Special General Meeting of the Association, when the decision of the National Executive shall be supported or defeated by a simple majority.

80. Adjourning Meetings

1. The President may, with the consent of any meeting at which a quorum is present (and must, if so, directed by the meeting) adjourn the meeting but only business left unfinished at the meeting from which the adjournment took place may be transacted at the adjourned meeting.

2. If a meeting is adjourned for 21 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.

81. Chair at Meetings

1. The Chair for the purposes of any general meeting of the Association shall be the President.

2. If at any general meeting the President is not present within 15 minutes after the appointed meeting time, the Members present will choose a Member from their number to be the chairperson.

82. Equality of Votes

1. In the case of an equality of votes, the President of the meeting shall not be entitled to have a second or casting vote. The resolution put to the vote shall be deemed lost.

83. Minutes

84. All minutes of general meetings shall be kept at the registered office of the Association or by electronic means, as determined from time to time by the National Executive.

85. Voting

86. At any general meeting, a resolution put to the vote of the meeting must be decided on a show of hands unless any Member demands a poll. Such demand must be made before or immediately on the declaration of the result of the show of hands.

87. If a resolution is to be voted on by show of hands, each Member present or represented by proxy shall have one vote.

88. Unless a poll is demanded in accordance with these Rules a declaration by the President that a resolution has on a show of hands been carried unanimously or by majority, or lost.

89. An entry to that effect in the minutes of the Association is conclusive evidence of the fact provided that the chairperson's declaration reflects either the show of hands or the votes received.

90. If a poll is demanded in accordance with these Rules it must be taken either:

1. At once;

2. After an interval or adjournment not exceeding one hour; or

3. Otherwise as the President directs.

91. The result of the poll is the resolution of the meeting at which the poll was demanded.

92. A poll demanded on a question of adjournment must be taken immediately.

93. On a poll, a Member holding more than one vote need not exercise all votes in the same way.

94. A demand for a poll may be withdrawn.

95. Postal and Electronic Ballots

96. Any resolution of Members able to be passed at a general meeting may instead be passed by postal or electronic ballot (a ballot) conducted in accordance with these Rules.

97. The National Executive may determine that any resolution be put to Members by way of ballot and, if so, the National Executive is to be responsible for conducting the ballot, for supervising the conduct of each ballot and for determining whether the votes have been properly cast.

98. The ballot paper for, and other papers relating to, any ballot is to be in the form determined by the National Executive, but in each case must:

1. Specify the resolution proposed to be put for the consideration of Members,

2. Include an explanatory memorandum, setting out the general effect of the resolution, and

3. State the time and date on which the ballot is to close.

99. On any ballot, voting shall be deemed a poll. The National Executive shall ensure that Members are advised of the result of the ballot within 48 hours of the counting of the votes in any ballot. The result of any ballot shall be as effective and binding on Members as a resolution at a meeting.

100. Proxies

101. A Member may appoint another Member to be their proxy to vote and speak on their behalf at any general meeting.

102. The appointment of a proxy must be in writing and signed by the Member making the appointment.

103. The Member appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy holder may vote on behalf of the Member in any matter as they see fit.

104. If the National Executive has approved a form for the appointment of a proxy, the Member must use that form but if not, the Member may use any other form that clearly identifies the person appointed as the Member's proxy and the Member has signed that.

105. A form appointing a proxy sent in writing is of no effect unless the Association receives it no later than 24 hours before the commencement of the meeting.

106. No Member shall hold more than two proxies.

107. Use of Technology

108. A National Executive member who is not physically present at a National Executive meeting may participate in the meeting by the use of technology that allows that National Executive member and the National Executive members present at the meeting to clearly and simultaneously communicate with each other.

109. A National Executive member participating in a National Executive meeting is taken to be present at the meeting and, if the National Executive member votes at the meeting, is taken to have voted in person.

110. Minutes of National Executive meetings

111. The National Executive must ensure that minutes are taken and kept of each National Executive meeting.

112. The minutes must record the following—

1. The names of the National Executive members in attendance at the meeting;

2. The business considered at the meeting;

3. Any resolution on which a vote is taken and the result of the vote;

4. Any material personal interest disclosed by a National Executive member.

113. Register of Information held

114. The National Executive from time to time will approve the collection of information from Members that is pertinent and relevant to assisting the membership. Staff, National Executive and Members who have access to this information in the course of performing their duties, will treat this information as confidential information of a sensitive nature.

115. Alteration of the Rules

116. These Rules may only be altered by a Special Resolution.

117. Dissolution of Association

118. The Association shall not be dissolved except by special resolution passed in accordance with the provisions of section 24 of the Incorporated Societies Act 1908 and if upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members, but shall be given or transferred to such other organisations, having objects similar to the objects of the Association, as may be decided at or before the time of dissolution by the Members.

119. Policies

120. The Association may create policies governing any matter that is not expressly addressed in these rules or required to be addressed by the law governing incorporated societies

121. The National Executive has the power to create, amend, delete, replace or otherwise alter Association policies at any time.

122. The creation, amendment, deletion, replacement or other alteration of a policy is not an amendment to these rules

123. All Members agree to abide by the policies set by the National Executive

124. Registered Office

22.1 The registered office of the Association shall be situated at such place as shall be decided by the National Executive and notified to Members and the Registrar of Incorporated Societies from time to time.

125. Definitions

23.1 Act or Incorporated Societies Act means the Incorporated Societies Act 1908 or any replacement legislation.

23.2 Association means the Celebrants Association of New Zealand Incorporated.

23.3 Branch means any group of Members formally established by the Association

23.4 Celebrant means a person who conducts ceremonies.

23.5 Chair means the person in the role of chair of a meeting of the Association.

23.6 Code of Ethics means the Code of Ethics as adopted by the National Executive.

23.7 Code of Conduct means the Code of Conduct as adopted by the National Executive.

23.8 Member means a member of the Association.

23.9 Meeting means the Annual General Meeting or a Special General Meeting

23.10 National Executive means the National Executive of the Association for the time being as appointed in accordance with the rules of the Association.

23.11 Office means the registered office of the Association.

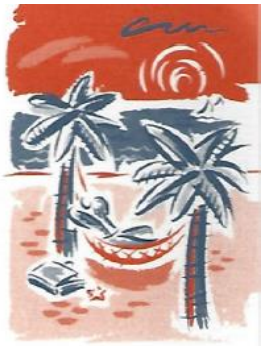
23.12 Register of Members means the Register of Members maintained by the Association in accordance with the Rules.

23.13 Special Resolution means a resolution that requires not less than three quarters (75%) of the Members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution.

Performance Report

Sexton Business Builders Limited

Creating your Place in the Sun



Accountants report on the Financial Statements for the year ended 31 December 2020

The COVID-19 pandemic impacted everyone during 2020 and CANZ was not exempt.

As shown in the financial statements the Society incurred a deficit of $40,518 for the year, but most of this relates to 'writing-off' the old website ($22,036) and an adjustment for expenses ($9,494) relating back to the 2019. Adjusting for these items reduces the 2020 deficit to $8,988.

Contributing to the deficit were:

- Increased administration costs in aligning all membership subscription renewals to 31 March. This will make administration and accounting much easier going forward – especially if the AGM approves a change of balance date to 31 March.
- Costs totalling $9,494 relating to 2019 but not paid until the 2020 year.
- Cancellation of the 2020 conference (a result of COVID-19). Some cost had already been incurred when the pandemic struck and there was no opportunity to recover these costs from conference registration fees.
- Lower interest income – the result of low interest rates on reduced bank deposits.
- Increased expenditure on Branch activities.
- Amortisation of the current website ($7,925) and writing off the old website ($22,036).

On a positive note there were less 'face to face' meetings and as a result travel and accommodation costs reduced.

While CANZ is still in a sound financial position, losses over the past two years have reduced reserves.

John Sexton FCA
Sexton Business Builders Limited
Chartered Accountants
Masterton and Wellington

MASTERTON: 6/392 Queen Street, P O Box 599, Masterton 5840 p (06) 378 2694 f (06) 378 7492
WELLINGTON: 763 Marine Drive, Eastbourne, Wellington 5013 p (04) 562 6258 f (04) 562 6268

Reviewer's Report

Kulesh de Silva & Company Ltd.
Audit, Accounting & Tax Services

INDEPENDENT REVIEW REPORT ON THE PERFORMANCE REPORT

TO THE MEMBERS OF CELEBRANTS ASSOCIATION OF NEW ZEALAND INCORPORATED

We have reviewed the accompanying performance report of Celebrants Association of New Zealand (The Association) prepared by Sexton Business Builders Limited and initialled by us, which comprise the statement of service performance, statement of financial performance, statement of cash flows for the year ended 31 December 2020, the statement of financial position as at 31 December 2020, and a summary of significant accounting policies and other explanatory information contained on Pages 10 to 12.

Executive's Responsibility for the Financial Statements
The Executive Committee (Executive) is responsible for the preparation and fair presentation of the performance report in accordance with generally accepted accounting practices, and for such internal control as the Executive determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Our Responsibility as Reviewer
Our responsibility is to express a conclusion on the accompanying performance report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ) 2400). ISRE (NZ) 2400 which requires us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting standards. This standard also requires us to comply with relevant ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The reviewer performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on this performance report.

Other than in our capacity as a reviewer, we have no relationship with, or interests in, the Association.

Conclusion
Based on our review, nothing has come to our attention that causes us to believe that this performance report does not present fairly, in all material respects, the financial position of the Association as at 31 December 2020, and its financial performance for the year then ended.

Kulesh de Silva & Company Ltd.

Auckland
03 May 2021

CPA Kulesh de Silva & Company Ltd. is a CPA Practice

Kulesh de Silva, DIRECTOR
Kulesh de Silva & Company Ltd
Location: 169 Ladies Mile, Ellerslie, Auckland 1051
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Modernising Marriages – What next? Update from Registrar-General Jeff Montgomery

Over the last few years, there has been a lot of change. Marriage equality was introduced, Couples now apply for their marriage licence entirely online. Marriage certificates are ordered and paid for online. Registry weddings have moved out of the Courts and into the community. New celebrants complete an online test and video a mock-wedding. What is the next big change? Be part of the conversation about the future of marriages in Aotearoa.

Jeff will do a short presentation providing an update on the work of Births, Deaths and Marriages and then outline the next steps in the Modernising Marriages work programme. There will be time for questions and discussion.

Branch Reports

Northland

Chair's Report

The CANZ Northland branch resolves to go into abeyance, effective immediately (29.03.21) and until further notice, and requests that future correspondence from the CANZ Executive be conveyed to the Northland membership directly until such time as the branch reforms.

Auckland

Chair's Report

2021 proved to be, an interesting and challenging year with the impact of

Covid 19. Certainly, the work slowed down while we were in lockdown which gave us time to reflect and to reset and to reassess how we go forward with the Auckland CANZ branch. We did lose some members and investigation showed some of the loss was due to retiring members and some due to a "wait and see for the future".

As a branch we had some wonderful Zoom meetings and workshops. Our turnout for the annual planning meeting and the inclusion of our very special guest speaker Maggie Eyre gave us the way forward feeling positive. The entire evening was a huge success.

As a committee we are looking forward to 2021 and will be selecting out actual committee positions for the following year.

Our team considers problems are only there, so we can find solutions. We are all looking forward to 2022 with a range of new concepts and ideas to encourage our members that we are working, on their behalf.

Waikato

Chair's Report

WCANZ APM – 14 March 2021 – Onyx Cambridge

Apologies

- Marion Peck
- Denise Herbert
- Erin Shields
- John & Kay Jennings
- Patsy Deverall
- Others through Facebook event

Attendees

- Linda Fell
- Raewyn Calvert
- Lianne Fraser
- Claire Jones
- Shirley Bond
- Danielle Evans (from Windy Ridge Wedding Venue)
- Anne Purcell
- Karen Smart
- Trish Forsyth
- Cam Wakefield
- Linda Wallace
- Malcolm Gapes

Open time…210pm

Discussion…

- National Exec
    - Tricky year
    - 970 paid-up members, up from 920. 1/3 of all independent celebrants across the country
    - Working closely with MyWeddingGuide and various other vendors to get us good deals
    - Conference coming up, no Waikato huddle so far, but open for us to start one!
    - Blog Posts shared on Celebrants Association page, recommendation for CANZ celebrants to review these and share on social media
    - Discussion around going into 'hibernation mode' as a committee for a year like the Northland
        - Anne Purcell will think about being the central hub here
- Windy Ridge next year for the APM?

Venue POV of role of celebrant…presented by Danielle from Windy Ridge

- The do's
    - A great rehearsal! Important to see the couple, meet the bridal party and go through a practice to make the couple and the venue feel more relaxed
    - Practice the aisle walk last… because there is so much going on and it works better to go through who stands where, what the ceremony will look like etc and by then they are more relaxed and the aisle walk ends up better
    - If there are small children, let them do whatever they wanna do!
    - Make sure the bride doesn't enter and come right down to the groom… come almost there and let the groom meet the bride and bring her to the top of the aisle

    - Ask the couple to discuss the wedding with their parents around their own weddings, any traditions that they might want to use, or how the parents would like to be involved and manage expectations
    - Attention to the detail is everything!
- How to cope with differences of opinions with celebrants
    - Not too many major ones, just little ones to look out for are things like cues for music or if the song has a delayed start
    - Also where the celebrant ad-libs and doesn't go with the agreed cued wording

Financial report…

- TBD

Actions…

- Post discussion on Waikato CANZ page re: putting the branch in hibernation mode - CAM

Close time…348pm

Bay of Plenty

Chair's Report report to come

Unleash your Celebrant Potential

Annual Planning Meeting for Bay of Plenty Branch

Tuesday 23 March 2021 @ 7 pm

AGENDA

1. Welcome
2. Apologies – Carol Buckley, Judy Inkster, Jennifer Moyle, Lesley Webster
3. Present – Shirley Meredith & Debbie Woodfield
4. Confirmation of Previous Minutes from last year's APM – circulated with APM invitation
5. Matters Arising: (not otherwise included in agenda) - None
6. Reports & Updates:
    a. Short summary of last year, enjoyed our meeting at Raft, Tauranga and training at Hamilton.
    b. Treasurer's report – Shirley Meredith
        - Funds – Dec 20 $3,649.72
        - Members – March 2021 – 59
    c. Update from National Executive – not available

d. Editor Panui Report – Karin de La Rey - not available

7. Discussion on National Conference, 23 May 2021.

- Tauranga huddle at Debbie's, numbers permitting. Debbie & Shirley confirmed.
- Are there any other groups interested in having a huddle in their district?
    - See attached membership list as to who is in your area
- Who is going to register as a lounge lizard and participate from their own home?

8. Planning for 2021:

- Opportunity for Members
    - Think about Professional Development Training and what topics you would be interested in attending
    - Topics could include
        - Self Care
        - Public Speaking
        - Marketing
        - Different Rituals that can be used in Weddings & Funerals
            - Discussions by sharing ideas around the table
        - Natural Burials & Eco Funerals. How these differ from standard burials
            - Eastern BOP would be happy to host
        - Understand different cultural needs for weddings & funerals

9. Election of new Committee:

- Do we need a committee? - No
- Please see attached Suggestion for branch management flexibility from Lianne Fraser National President

10. Thanks to outgoing Branch Committee

11. Close meeting at 7.18 pm

Hawkes Bay / East Coast

Chair's Report

2nd Annual Planning Meeting for Hawke's Bay/ East Coast Branch

10 – 1130am Sunday 14th March @ The Figgery – Havelock North

WELCOME:

A warm welcome to our second APM for our East Coast CANZ branch to set goals and aspirations for 2021/22.

Apologies:

Lianne Fraser – CANZ President

Present:

Sharon Sanson, Jo Smith, Wendy Beauchamp, Sheryl Alexander

Minutes of previous meeting read and approved.

Jo Smith moved they be accepted _____

Sharon Sanson seconded _____

Matters arising:

Half day workshop on 2nd August 2020w was a success at East Pier with 21 attendees including two non CANZ members.

Pinky Agnew was our speaker and delivered a great workshop.

Profit made from the workshop was $305.70.

General Business:

Future ideas for progression –

- Sharon gave us a photography package deal from Shane Jeffares if anyone enquired about a smaller option for registry weddings instead of the normal scope to cover a full day.
- National Exec put out a more comprehensive criteria for the do's and don't's of registry weddings i.e ..

This was to clarify regulations set by BDM

10 minute travel times

Stick to the script

No extra charges – i.e. pertrol allowances

20 people max

Between 9am – 5.00pm Monday to Friday

No public holidays

- BDM looking at criteria for celebrant registration, that it's too easy to become a celebrant.
- Celebrants are not trained enough in the basics
- Tried a questionnaire to wedding couples but centered on the negatives of the celebrant performance so fell short.

14.

National executive looking at other ways to operate without minutes

Funerals:

Changes have arisen with covid 19 where families are sourcing cheaper options for burials without celebrants of just cremations with a small service or none at all.

Potential for the grieving process to be a problem down the track of families regretting decisions years later.

Hire caskets and cardboard coffins have become a more viable option too.

Going forward:

It was decided that the best way forward for our Annual Planning was a survey to CANZ and non CANZ members (Survey Monkey) to gauge what our celebrants want from their branch so we can best serve them in 2021/22.

Wendy has kindly offered to set this up and initiate.

Do celebrants want…

To belong to a branch

Just CANZ

HB Branch

Networking – face to face, coffee meets, professional speakers

Bex Tacon – Planet Events, Erin Speakman – Mission re weddings
Janine Howard – Howard and Gammon, Nicola Robertson – Tong & Peyer

Workshops

Zoom meetings

What do they want to gain from us?

List of workshop options

Wedding industry updates / wedding processes

Time process – weekend, evenings

Contact lists

CANZ members

CANZ chat: Hawke's Bay/ East Coast

Funds available:

Approximately $995.00 by the end of April

Aim of survey is to find out what our modern professional celebrants want and what they envisage from belonging to a local branch and a local body network.

Meeting closed 11.30am

Taranaki

Chair's Report

Annual Planning Branch Meeting CANZ Taranaki
Sunday 28th March 2021: 9.30am at Vospers Funeral Home

AGENDA

1. Karakia - Whakataka te hau
2. Welcome by the Branch Chair and an Opening Thought
3. Receive apologies
   Rose Haskell, Mary-Anne McCallum, Dianne Hicks, Colleen Baird, Suzee Freeman
   Moved: Sam
   Seconded: Jenny
4. Confirmation of previous minutes via Google Doc
   No discussion required
   Moved: Bev
   Seconded: Sam
5. Matters Arising: (not otherwise included in agenda)
6. Chairperson's Report
   Report accepted
   Moved: Sam
   Seconded: Jenny
7. Financial Report
   Finances shared and accepted
   No questions
   Moved: Jenny
   Seconded: Helen
8. Branch structure into the future – discussion (specific notes from the discussion can be found at the bottom of the agenda)
   Decisions made:
   -We would like to adopt a more flexible structure
   -We will nominate one main liaison person
   -An organisational group will be available as a support for events
   -Review at 2022 APM-CANZ Taranaki will move to a flexible branch structure and nominate one liaison person to liaise with the National Executive and branch members. The liaison person will co-opt others for support and help when needed.
   Moved: Fiona
   Seconded: Sam
   Motion: We agree to defer the formal requirements for minutes and roles, in line with the suggestion from the National Executive.
   Moved: Nigel
   Seconded: Murray
   Our nominated contact liaison is ***Jenny Judd*** (taranaki.celebrant@gmail.com/ 0274557919)

Moved: Fiona
Seconded: Sam

9. **CANZ Virtual Conference** - Jenny Judd
   Refer to your emails for the specific details of the conference Jenny discussed the range of options for the conference. Those members who indicated they would be able to attend said their preference would be to have a face-to-face meeting at Vospers for the duration of the conference. Murray, Bev and Jenny have indicated they would like to attend. Jenny will email the branch with an outline to encourage commitment to the event.
10. **Election of Executive Committee 2021/2022**
    a. ✔ Chairperson
    b. ✔ Secretary/Treasurer
    c. ✔ Committee members
    d. ✔ CANZ Taranaki Almoner
    e. ✔ CANZ Taranaki Mentor Coordinator
    f. ✔ CANZ Taranaki Social Media Coordinator

    We have not elected a new committee as Covid-19 impacted the ability for our branch to meet and hold any education sessions. We have opted to take a more flexible management approach for the next 12months and Jenny Judd is our nominated liaison contact for our branch.
11. **Update from National Executive Representative: Mary-Anne**
    No update
12. **Close meeting - Karakia**
    Notes from the discussion about Branch Structure:
    - 28 members currently
    - Few attendees at social gatherings, but lots of effort goes into organising them. Are we getting value out of them for the time put into them?
    - Keep going with our branch!
    - Identify the key roles, have one person in the key leadership role to liaise with the Exec.
    - Other members to support the main liaison person.
    - Zoom meetings could allow more opportunities to meet
    - How do we access financials?
    - Almoner role to stay in place
    - Buddy system to be set up in a voluntary capacity. New person with an experienced person to learn the tricks of the trade.
    - Belonging to CANZ gives credibility
    - Knowing 'why' people join CANZ is important
    - Value for money? Questioning this becomes an individual choice
    - Professional vs. social levels of the branch – what balance do we want to find?
    - Face-to-face meetings to maintain collegial relationships

Wellington / Wairarapa

Chair's Report

MINUTES FOR CANZ (WELLINGTON-WAIRARAPA BRANCH)
2021 ANNUAL PLANNING MEETING

Date

Sunday 28 March 2021, 1.30pm

Venue

Childspace, 45 Helston Rd, Johnsonville

Present

Jill Southee (Chair); Ingrid Saxton (Secretary/Treasurer); Rachel Clarke (CANZ Liaison); Vicky Ellison; Julie Stewart; Liv Redman; Liz Prins; Glenis Bisset; Kevin Plant; Suzanne Panter;

Apologies

Janetta Mandeno; WinnieDuggan; Marilyn Jeffery; Asarte; Kesh Gilmour; Collen Logue; DiBanks; Holly Hullena; Patrick Waite; Pinky Agnew; Lianne Fraser

WELCOME & INTRODUCTIONS

Branch Chair, Jill Southee, welcomed everyone and a special welcome to new and prospective CANZ members. Jill then officially opened the meeting by lighting 3 candles and the following reading:

We light candles to bring comfort and positive energy to our surroundings. Candle flames have a unique ability to touch the deepest part of our soul with warmth. May light be around us. May light be above us. And may light be within us.

Introductions were made around the table.

APOLOGIES

No further apologies were received.

CONFIRMATION PREVIOUS MINUTES (2020)

Minutes from the 2020 APM were emailed to all attendees and were confirmed as an accurate record.

Moved: Rachel Clarke
Seconded: Vicky Ellison

MATTERS ARISING

Nothing raised.

REPORTS & UPDATES

All papers were circulated to Members prior to the meeting. Each report was then tabled for discussion.

Branch Chair's & Treasurers Report

Someone asked, "what is an Almoner?" Janetta Mandeno holds this position and is responsible for sending welcome packs to new members and cards to those who are sick. If you know of a member who may need a gentle touch, let Janetta know.

New CANZ members should fill in all fields on the enrolment so we know exactly where people live so the data is accurate. It may pay to check your information is correct, then we will know how many members there are by region.

Rachel asked us all to log into the CANZ website as a Member –so we become familiar with the new site as there is a huge amount of information and resources available to us.

ACTION:•Jill Southee to arrange a card to thank Janetta for a job well done.

National Executive Update

Lianne Fraser, President, sent her apologies for not being able to be here so Rachel provided the update on her behalf.

Rachel thanked Jill and Ingrid for taking on the roles of Chair and Secretary/Treasurer and for doing a great job.

It has been a challenging year for the Nat Exec with COVID stopping face to face meetings has made it hard to work with only Lianne, Kesh and Rachel doing most of the work as others having resigned. The Strategic Plan is aimed to be simple, easy and achievable and will include celebrating the CANZ birthday at the Conference.

Membership numbers have just passed 1,000 mark, so a big hoorah! Well done you all.

Technology and VA Support has been upgraded over the past 12 months and moved to a new Provider with lots of great content. A new search engine is being developed and a page about Blog's that you as a CANZ member can use a link to your own website.

Annual subscriptions are due now and have moved from a calendar year (Jan –Dec) to a financial year with fees due 31st March. Members should have received a reminder email in the past few days and membership fee is pro-rata. Fees will be $172.50 for 12 months. If you've not received your reminder, please let us know.

Financial report is good –the organisation is in a sound position.

New celebrants are encouraged to look at the FAQs on the website; if anyone has some suggestions to add a question to the site, let CANZ Support know.

Rachel explained what the Indemnity Insurance policy is and the benefits of being a CANZ member provides us as celebrants when we're on the premises providing services. E.g.,knock over a candle and set the venue on fire! You're covered.

VCANZ

VCANZ is a separate entity to being a CANZ celebrant and will have a different renewal date.

National Executive has done a lot of work with DBM and FDANZ to make things simple for celebrants and what you can and can't do.

Key points include:

•You don't travel, the client travels to youwith a limit of 20 guests.

•As celebrants you can't 'upsell' your services to include travel and other costs.

•The fee is $90.

We need to provide a consistent service as we're only 'shooting ourselves in the foot'. Go back to basics –this is a Registry Wedding –in the past the couple travelled to the courthouse and got married, now celebrants marry them at their own premises or somewhere very close by –you don't travel.

As there are no more registry office weddings in courthouses around NZ –you must stick to the rules. Advise the clients of the rules on the website –if they want to vary it, then they are looking at a "personalised wedding" and celebrant will charge more for this.

CANZ is now working with "My Wedding Directory" company and there will be opportunities for discounted advertising rates.

Supervision workshops available –keep an eye out for this on the website.
Please do read the CANZ newsletter Panui–it's well worth it.

GUEST PRESENTERS

Whakaahuru –The Gentle Singers

A group of singers lead by Bronwen Newton, known as Whakaahuru –The Gentle Singers gave an overview of the services they provide as volunteers, giving comfort to people near the end of life with their gentle, soothing songs. We were lulled by their beautiful voices. Highly recommend them to any celebrants with clients who may need their services. www.whakaahuru.org.nz It would be wonderful if we could encourage more NZ'ers to use this group for people in need. A donation will be sent to this organisation on behalf of the Wellington Branch of CANZ.

AFTERNOON TEA BREAK

Update on 2021 Conference

Jill gave an overview of the upcoming conference from the Wellington perspective and a reminder that Early Bird registrations closes on 20 April. We would love you to join us at our "Huddle" at Lychgate Funeral Home, Johnsonville. Rachel gave an update on the upcoming conference which has been a 'long build up' and will now be a virtual conference with several high-quality speakers.

PLANS FOR NATIONAL AGM

Rachel also updated us on the Plans for the National AGM including remits and issues to raise etc.
All papers will be distributed beforehand –if you have a question please submit it via the online registration using the question 'box'.

PLANNING FOR 2021-2022

All members were asked to send us their ideas for workshops in 2021/2022. Nothing was received prior to this meeting, so each attendee was given a sheet of paper with 3 questions for them to complete and hand to us at the afternoon tea break. We asked for suggestions for speakers, workshops, professional development, what do you want and what would encourage you to come along to our workshops. We also asked for suggestions for suitable venues to host these. The group proposed the following:

- Marketing / promotion advise
- Hana Jenson (Stem Homeware)
- Students from Massey school of fashion
- Local Journalist
- Modern Successful Small Business Owners
- Panel discussions
- Poetry sharing
- Ways of Welcoming
- Building a celebrant's wardrobe
- Toastmasters / Funeral Directors
- Clothes to suit

•Personalising ceremonies
•Boundary setting.

ELECTION OF COMMITTEE

Nominations were called for the following positions. Names in brackets are those who currently hold these positions.

•Branch Chair Jill Southee
•Secretary/Treasurer Ingrid Saxton
•Committee Member Glenis Bisset
•Committee Member Vacant

Rachel nominated Jill and Ingrid to remain as is.
Seconded by Suzanne.

OTHER BUSINESS

The following items were raised for discussion:

1.Julie Stewart mentioned the workshops they hold in the Manawatu region and will send out invitations to others to join. The Manawatu group usually get together weeknights and will be trialling other days this year to find out what works best for other. They have people travel from great distances to attend.

2.Julie thanked everyone in the Wellington Region for the support given in enabling them to create their own regional group.

3.Big special thanks for the VA Support team, especially Hazel and Megan who have provided so much help to Jill and me over the past 12 months.

4.Registry style weddings using a VCANZ celebrant –the DBM process is cumbersome between the couple and the celebrant.

5.Kevin Plant asked for more clarification on what is covered under the Indemnity Insurance – email question/examples to Rachel who will check with the insurer.

6.Is H&S aspects covered when a celebrant has done a walk through to check all it OK? What happens if someone has an accident. Rachel will investigate on CANZ creating a checklist for what we are responsible for checking and confirming all is OK.

ACTION:

•Rachel will check (Q5.) with the insurer for what else is covered under the Indemnity Insurance.
•Ingrid to send Rachel the response from DBM on 'pretending' to be a celebrant.

MEETING CLOSED

Julie Stewart, Chair of the new independent Manawatu-Whanganui Branch was invited to come forward and extinguish the candles to bring a close to this meeting.
Julie thanked all present for the warmth of today and gave thanks to everyone in the CANZ family for what has been provided in the past.
She was presented with posy of flowers to thank her for all her efforts, together with support from the CANZ Executive and to wish her and her members all the best for the future.
Thanks to Jill for being a wonderful Chair and to Rachel for her support to Jill and Ingrid.
Meeting closed at 4.11 pm.

Manawatu / Whanganui

Sub branch's Report

Palmerston North/Manawatu subbranch report April 2020-March 2021
Wellington AMP March 28, 2021.

Our Calendar of events for 2020, though disrupted by Covid, managed to offer a variety of professional development events and social gatherings during the year that were supported by a group of enthusiastic celebrants who often travelled distances to join us in Palmerston North. We are always a wonderful eclectic group of men and woman with skills and talents to share and enjoy.

Our year began in February - A time for connecting and an opportunity for a discussion around how to foster good working relationships with funeral directors/ funeral companies. Our April event was cancelled, as was the Wellington Conference in May. June came and went, and our planned education day was put on hold. Instead, we organised in late June what we call our '*practical and practise'* event. Reading favourite pieces in front of one another…a thoughtful, reflective, and practical evening, which was enjoyed by all those in attendance. August was '*reflection and action'*…with Matariki still in our sights we gathered to reflect on the year gone and the year ahead…remembering those who had passed…a very memorable occasion. October we were immensely grateful to Winnie Duggan for her wisdom and insight around supervision and self-care as celebrants. Thank you Winnie 😊 Late November saw us dinning at *Arranged Marriage* in Palmerston North, wishing each other, a very happy and safe festive season.

There continues to be good heart and spirit in our local group, and I take this opportunity to thank them all again for their wonderful support, encouragement, and participation. They continue to uphold the ethos of CANZ - to connect, to share, to learn, to encourage, and they do it, so well. Thank you everyone.

Our branch continues to demonstrate strong support for VCANZ, with our local celebrants performing registry weddings in our region.

Our event calendar for 2021 offers more occasions for member support and professional development, including, a 'conference huddle' on May 23rd and a name change as we become the 11th CANZ branch; Manawatu-Whanganui. My thanks to Rachel Clarke, Lianne Fraser, Winnie Duggan and Janetta Mandeno who have supported this move. Thank you to the Wellington Branch for nurturing and supporting our group here in Palmerston North for many years. We look forward to continuing our strong and supportive connection with you. Finally, a reminder that CANZ members are welcome to attend branch events anywhere in NZ – and despite our boundary changes we look forward to meeting you at our place; Papaioea…which means 'how beautiful it is,' in the near future.

Mention we have a half day professional development /education day… topics are blessings…what are they how to use them writing your own and smudging… and self-care as

celebrants…shin-rin yoo…kuo…relaxation breathing and a little tree hugging…..should be a great afternoon… talk to me afterwards if you wish to be emailed. Sunday 18th April people most welcome to attend.

ngā mihi nui
Julie

Julie Stewart
Manawatu-Whanganui Chair
VCANZ Supporter
Conference Committee

Top of the South

Chair's Report

Annual Planning Meeting for ToTsBranch
Sunday 28thMarch 2021 10.30am to 3.30pm
Held at Shone & Shirley Funeral Chapel, Tahunanui Drive, Nelson

Attendees: Alison Locke, Jann Hook, Annie Leather, Denise Hutchins, Prue Wignall, Rose Barnes, Trudie Brand, Suzie Brosnahan, Lynne Cribb, Coralie Holdaway, Marg Palmer, Diana Clark, Cath Beattie, Sharron Henderson, Kathryn Ormond, Spencer White.
Guest: Lianne Fraser (CANZ President)
Apologies–Barbara Green; Tracey Walker; Jenni Bancroft; Kerry Aitken; Steve Rollo (NM); Cathy Knight (NM); Deb Parker (NM); Diane Strong (NM);Pamela Love (NM); Bella Melchers (NM); Jacqui Leslie; Karen Davies; Lurleen Fowler; Alan Washington; Terri Everett; Paula Palmer

Welcome: by Alison Locke (Branch Chair) and Opening Thought and candle lighting;Alison welcomed everyone, with particular mention to our President,Lianne Fraser, having travelled from her home town of Taupo, and a warm welcome to new members and non-members.
Tuia ki ringa
Tuia ki raro
Tuia ki roto
Tuia ki waho
Tuia ki te here tangata
Ka rongo te po
Ka rongo te ao

Haumi e, hui e, taiki,e

Unite above, unite below, unite within, unite without, unite in the brotherhood of people. The night hears, the night hears, bind us together.

Opening thought:

Requiem

Lives are sacred; their and ours
Trees and creature, birds and flowers,
Light a candle, bright and small;
Requiem for one and all

Life is wondrous, so is death;
Glorious the final breath.
Let a flower be the prayer
Life and death be everywhere.

Michael Leunig

Minutes of the 2020 APM:
The minutes of the 2020 APM had been emailed to attendees. The Minutes were taken as read.
Moved: Rose Barnes
Seconded: Coralie Holdaway
Carried
There were no matters arising

Reports & Updates:
The Chairperson presented her report including financial (attached).
Moved: Marg Palmer
Seconded: Prue Wignall
Carried

Membership and financial –as at the 1st March we had 44 members and Branch funds held is $2836.

Update from National Executive –by President,Lianne Fraser
Lianne thanked the members for the invitation to attend the meeting and thanked all Celebrants for the work they do, their resilience in these uncertain times and for their support of the National Executive.
She noted the current difficulties for couples and families with COVID-19 restrictions and changes that have been necessary to be put in place. This has created a very different landscape for Celebrants to work in and through.

A Conference overview for Virtual conference in May was discussed. The AGM will be available separately. Huddles and Lounge Lizards to be discussed further and questions submitted to Lianne for referral to Conference committee.
With the impact on branches across the country as a result of Covid-19 the Executive team are looking at flexibility of Branch committees for the future to keep community networks without being onerous.
The National Executive continue to be Supported by CANZ Support and have finance and leadership guidance. They continue to meet monthly –usually by Zoom.
Lianne closed with a quote: *We need to give to the collective to get the benefit of return from the collective.*

Election of Officers:
The Chairperson (Alison) handed over the Chair to Marg Palmer and Jann Hook, who called for nominations for ToTS Branch Chairperson (or renamed –CANZ Top of the South Co-ordinator).
Jann Hook proposed a vote of thanks to Alison Locke for the commitment and leadership she has shown to the Branch in the past year.
Alison Locke was then re-elected uncontested.
Moved: Denise Hutchins
Seconded: Rose Barnes
Carried
Alison accepted the nomination.

Based on the earlier discussion of a simplified Branch team, nominations were called for 2 Assistant Co-ordinators for Marlborough and Nelson;
Marlborough:Jann Hook and Coralie Holdaway accepted nomination.
Moved: Marg Palmer
Seconded: Denise Hutchins

Nelson: Marg Palmer and Trudie Brand accepted nomination for Nelson
Moved: Jann Hook
Seconded: Prue Wignall
Planning for New Year: Feedback from Members –With time constraints this was deferred and will be circulated by email as a questionnaire.

1. What went well from your perspective?
2. What else could be included in our programme for the next year

General Business:
Each sub-Branch (Marlborough and Nelson) will now organise their own social gatherings to suit the members. Marg suggested rather than have a set day, it could be a particular date each month –which would move eventually across all days of the week. Each group will get a feel for the most suitable time of day for members.
The key theme coming through was that proceed regardless of numbers –this has worked well in the past with anything from 3 to 12 attending an informal networking gathering.
At this stage we would still have 2 main events a year with guest speakers.

The next event is scheduled for Sunday 26th September –at a Havelock venue.
Farewell Trust and Emotional Baggage Handlerwill be the 2 guest speakers.
It was agreed that we revisit the list previously collated by Jenni and Denise on what members would like to hear –the multi-cultural event with several speakers is still of great interest to members.
The Shone & Shirley Funeral Home tour today was hugely successful and perhaps something similar could happen in Blenheim.
The APM meeting closed at 11.50am

Continuation of the day; Lianne continued to provide an update and discussion of what is hot and what is not. Upcoming AGM, make-up of the Executive team, gaps that need to be filled, and the success of having CANZ Support.
She also touched on Registry weddings and the current Funeral Director media coverage, and deferred further discussion until the afternoon session with Jeff Montgomery.

Jeff Montgomery –BDM Registrar General
This session was livestreamed to members and non-members and the slides are now on the CANZ website. Video link is available on CANZ Chat.

Panel Discussion – Ceremonies with a Difference.
An informal and relaxed panel each took us through a ceremony with a difference, taking questions from those gathered.
➢Suzie Brosnahan –own wedding using a circle
➢Jann Hook –alternative funerals and being a 'Death Advocate' and 'Companion to the Dying'
➢Lianne Fraser –infant funeral
➢Rose Barnes –Women's ceremonies

Appreciation was shown to;
Lianne Fraser –thanked by Rose Barnes
Jeff Montgomery –thanked by Annie Leather
Shone and Shirley(Alastair Hebberd) –thanked by Alison Locke,for hosting and also the tour of his Funeral Home.

Closing words.
Alison thanked everyone for their attendance, contribution, collegiality and spirit.

Closing thought:
Ma Te Rongo, ka mohio
Ma te mohio, ka marama
Ma te marama, ka matau

Canterbury

Chair's Report

CANZ Canterbury Branch Annual Planning Meeting Minutes
Date: Sunday 21 March 2021
Location: Ilam Harcourts Rooms, Ilam, Christchurch
Start Time:10.05 am

Present: Helen McCaul (Chair), Joelle Reid (Secretary/Treasurer), Louise Phillips (Membership/Meeting Host), Jeneane Hobby (Newsletter Editor), Zani Polson (Committee), Rachel Clarke (Vice President NE), Greer Ricketts, Maria Mudgway, Kimberley Young, Richard Marchant, Celine Gibson, Jane Godfrey, Diane Rawlison, Alison Cleary, Kim Mehlhopt, Bonnie Tainui, Ros Birnie, Fiona Newsome, Danielle Bartlett, Krissy Christensen, Sean Joyce, Gillian Smith, Robyn Craw, Carol Gunn, Fern Whitau

Opening: Helen McCaul declared the meeting open.
Karakia: Fern Whitau
Welcome: Helen lit the ceremonial candles in significance of celebrants past and present and welcomed all to the meeting. Special welcome to Rachel Clarke - Vice President CANZ National Executive.
Apologies: List of apologies advised by Joelle as follows... Katrina Williams, Goy Gottemyer, Ange Davidson, Beth Dunn, Judy Dolman, Michelle Johnson

Minutes from Previous Meeting: Confirmation of minutes from 2020 APM as previously emailed. Taken as read.
Matters Arising from Previous Minutes: None
Canterbury Branch Chair Report: Confirmation of Chair Report previously emailed and taken as read.
Matters Arising from Chair Report: None
Treasurers Report: It was noted that there is no Treasurer's Report as such as the Treasurer role is now performed by YourVA, the association's virtual assistant. Current branch funds were noted in the Chair Report.
Update from National Executive: Presented by Rachel Clarke

Matters Arising from NE Update:

Supervision

- Rachel advised that celebrant supervision model was on track. Jane Godfrey asked how supervision worked. Rachel suggested that supervision supports celebrant practice by helping to debrief or unpack situations in support of celebrant mental health. Not intended as personal counselling, more practice based. CANZ have accepted The Celebrant School in supervision training as their model is most suitable.
- Krissy asked if supervisors needed a supervision certificate or did they need to be a celebrant to know the work. Rachel said that was not necessarily the case and there was a crossover in skills.

Registry Weddings

- Richard noted that CANZ have crystal clear instructions/guidelines when it comes to registry weddings, but BDM don't seem to have it sorted from their end. Rachel - Lianne is just addressing this again and has asked BDM to update the website to make it clearer to couples registering. BDM had previously advised it is a government website and not as easily changed as they would like, however they will endeavour to make some changes to add clarity for couples.
- Jane - Why don't BDM advise when they change things, like the new script? Richard expressed dissatisfaction with BDM's communication - an example being they don't advise when you've been accepted as a registry celebrant. Rachel encouraged anyone with communication issues from BDM to please let her know so the NE can act on behalf.
- Jane - How will we know when to re-register for VCANZ? Rachel advised there is a 6 month reminder sent out.
- Various discussion around what constitutes a registry wedding vs personalised wedding and where and how a celebrant can and should change the parameters. Zani suggested checkboxes on the BDM registry site so that couples know exactly what they are agreeing to. Rachel advised CANZ is very motivated to get on top of this issue.

Membership

- Krissy thanked Rachel and NE for all the hard work and commented that some people ask "what do you get out of CANZ membership?" Discussion around professional indemnity insurance which Zani answered to. Rachel added membership included so much more... branding, image, standards and the new member pack has a plethora of information.
- Members were encouraged to check out the website for all the resources available.

CANZ Virtual Conference - 23 May 2021:

- Rachel advised a request was sent out to all members asking for preference for a physical or virtual conference format. The response was overwhelmingly for virtual.
- The conference offers great value in having two days packed into one.
- Members are encouraged to attend Branch Huddles where branches are able to offer them - they offer connectivity and networking.
- Members may create their own Lounge Lizard Huddle by grouping together and each member selecting the Lounge Lizard option. Helen added that members must be authentic in ensuring each member pays the subscription to attend a Lounge Lizard Huddle.
- Early bird registrations are encouraged to help the branch confirm Huddle numbers for venue hire. A brief show of hands in the room suggested the Canterbury Huddle proposed for No.4 in Christchurch would be well attended.
- It will be a majority vote on the workshop option for the Huddle. Members must select their preferred option when registering.

- Carol suggested the Conference Committee could post comments from members who have attended a virtual conference before and knew the great value received to encourage registrations.

Social Gatherings/Member Catch-ups:

- Members praised the Committee for the great communication and positive approach to social gatherings and catch-ups.
- Louise wanted a gauge from members present as to whether there was a preference for physical or Zoom catch-ups and explained that while the Zoom meetings worked well during lockdown, there was a noted fall-out of attendees after. It was noted that a few out-of-town members found the Zoom meetings to be valuable. Krissy added that the Zoom did give each member a chance to talk and allowed everyone to listen and not just talk to the people around them like at No.4.
- It was agreed catch-ups should still alternate between Mondays and Tuesdays and 5.30pm and 7pm at No.4 (but not on quiz night as parking is difficult). We should incorporate Zoom meetings three times during the year if possible. Zani suggested Zoom meetings could include a calendar invite.
- Jane suggested extra involvement at gatherings was an added incentive and activities/engagement should be incorporated. The new committee to address this.

Workshops/Professional Development:

- Helen outlined the Committee's commitment to providing as many opportunities as possible for members to attend workshops and hear different speakers for ongoing professional development, information gathering and sharing. Members were asked what they may like to see included in the 2021/22 programme.
- Richard suggested the recorded workshops from the Conference could be shared in a group setting.
- Fiona - the practical social media workshop would be good to do again.
- Rachel would be happy to Zoom in to do a session on navigating the CANZ website. This was well received and followed with VCANZ application discussion. Rachel advised workshops are available and VCANZ Champions are needed to support members through their applications.
- Richard - VCANZ registry celebrants to gather and give feedback to CANZ NE.
- Helen's suggestion to newer celebrants wanting registry wedding information in small group instruction was well received.
- Rachel - In addition to the workshops and professional development provided by CANZ at branch level, CANZ has a relationship with both The Celebrant School and the NZ Celebrant Training College and encourage core training to be done over time.

Other Business: None

Election of Committee:

Chair: Joelle Reid
Nominated Helen McCaul *Seconded* Krissy Christensen
Secretary/Treasurer: Celine Gibson
Nominated Helen McCaul *Seconded* Jane Godfrey

Newsletter Editor:	Jeneane Hobby	(Retained Position)
Member/Meeting Host:	Louise Phillips	(Retained Position)
Committee Members:	Zani	
	Karen Luff	
	Jane Godfrey	
	Richard Marchant	
Branch Liaison Officer:	Helen McCaul	

Nominated Kim Mehlhopt *Seconded* Fiona Newsome

Meeting Closure: Helen thanked the 2020 Committee with the giving of koha and wished the 2021 committee well for the year ahead.

Note: At the conclusion of the CANZ Canterbury Celebrant Panel session following the meeting, Helen also received koha as acknowledgement of her great contribution to the committee as Chair. Helen extinguished the ceremonial candles at the conclusion of the session.

Southern

Chair's Report

Minutes of the Southern Branch Annual Planning Meeting/Workshop session

Held on Sunday 28th March 2021 at St John's Building, Lawrence

Opening Thoughts: Shirley Pratt shared her thoughts with us

As we gather this morning, we light this candle as a symbol of our hope that light will shine during our time together, a light in our unity, a light in our planning ahead so that as celebrants we are prepared with what we need to best serve the people in our communities.

Light candle

May the blessing of light be on us - light without and light within.

May the blessed daylight enter into any places of darkness we have come from and come with, scattering the dark before us, leaving us lighter and able to go on, helping us nurture and grow every good thing that has been birthed in the dark.

May the blessed sunlight shine upon us and warm our hearts until they glow like a lovely open fire. May friends and strangers we meet in our lives and in our work as celebrants come and warm themselves in the sunlight of our presence and be strengthened to go on with Life's journey.

May the blessed light shine out from our eyes, like a candle set in the window of a home, bidding the wanderer to come in out of the storm.

May we ever have a kindly greeting for people we pass along Life's roads.

May the blessing of morning dew and soft sweet rain be on us with refreshing drops falling upon our spirits. May flowers spring up and shed their sweetness on the air in times of celebration and in times of grief.

May the blessing of light shining through the rain go with us through this day, lighting up our company with colour, as we rest under prisms of promise.
And now may the Lord bless us, and bless us kindly. May it be so.

Adapted from a Blessing found at

https://allpoetry.com/A-Celtic-Blessing-of-Light

Welcome

Chair Donella welcomed those present. We then introduced ourselves.

Present: Kesh Gilmour- National Executive, Lynne Greer, Jeanette McIntyre, Esther Smith-Devaney, Edie Pont, Paula McGill, Olive McCall, Rachael Collins, Donella Fleming, Joy Ramsay, Edie Pont, Heather Reid, Ele Ludemann, Rachael Masterton, Shirley Pratt, Judith Mitchell, Nola Howden

Apologies: Christine Hislop, Raewyn Alexander, Eva Hooper, Barbs Frew, Shona Campbell-Savage, Elisabeth Cunningham, Anne Withington, Liz Maluschnig, Len Leith, Philippa Connolly, Tracey Maclaren, Christine Cleugh, Lynne Huggins, Fiona Sydney, Rosie Halligan, Glennys Logan, Jose Oliver, Jill Ridden, Sally Cattle, Erin Hill, Rowena Hutton, Robyn Johnston, Christine Eyles, Phillipa Cook, Tania Bishop, Michelle Coleclough, Gwen Neave, Gill Eaton, Vicky Fox, Claire Burgess, Sarah Caldwell, Sandra Smith, Victoria Hanrahan

Minutes of Previous APM

Read and confirmed as circulated. Moved Joy Ramsay Seconded Lynne Greer Carried

Matters Arising None

Chair's Report

Chair, Donella Fleming, presented her report. Attached here. Moved: Edie Seconded: Rachael C Carried

Treasurer's Report

Presented later by Lynne Greer

Our total in the bank is $2931.38 less expenses from the APM day. We will receive our top up from the next round of invoices which have just been issued to members.

Feedback from Members

- General discussion on purchase and use of sound systems
- Why low level attendance at branch events recently? March date may not suit, people are busy, distance of travel issues, this is a nationwide issue so don't be too hard on yourself, online/zoom sessions are the easy way out, perhaps we need to hold meetings in major centres rather than smaller areas, conduct a survey to ask full

membership, encourage members to check CANZ monthly data base list for new member- contact them and invite to gatherings,

- Promote mentoring concept again
- Encourage members to attend local gathering, coffee mornings etc, send info to secretary to share with whole branch
- Discussion on email from NE re message 'Suggestions for branch management flexibility'. Concerns expressed that we need a level of structure around the running of branches across the country. Kesh will take this back to NE.
- For next year we will run our APM via Zoom in March and a full day workshop in April. Dates to be decided. We are hoping this will encourage a bigger attendance at both events.

Paula McGill shared a vote of thanks to VCANZ validators Lynne Greer and Joy Ramsay

National Exec

Kesh Gilmour, spoke to the meeting. Her report is attached. After lunch we broke into small groups to discuss NE questions. Kesh to report responses back to NE and to us when collated.

Election of Officer Bearers

Current committee members who would like to continue: Lynne Greer, Edie Pont, Barbs Frew, Donella Fleming and Rachael Collins, Paula McGill, Lynne Huggins, Joy Ramsay

Sharyn Payne who was elected to the committee at last year's APM did not attend meetings during the year and has resigned from CANZ

Each member spoke briefly on their nomination

Moved: Olive McCall Seconded: Jeanette McIntyre Carried

There were no other nominations

Shirley shared a vote of thanks to the committee members

The chair thanked everyone for their attendance at. Meeting closed at 2pm

Following lunch we ran the discussion group on celebrant scenarios. Report attached. Lynne led the closing ritual.

Closing reading/healing prayer by Maria Sabina – Mexican Healer and poet

Heal yourself with the light of the sun and the rays of the moon.

With the sound of the river and the waterfall. With the swaying of the sea and the fluttering of the birds. Heal yourself with mint, neem and eucalyptus. Sweeten with Lavender, rosemary and camomile. Hug yourself with the cocoa bean and a hint of cinnamon.

Put love in tea instead of sugar and drink it looking at the stars.

Heal yourself with kisses that the wind gives you and the hugs of the rain.

Stand strong with your bare feet on the ground with everything that comes with it.

Be smarter every day by listening to your intuition, looking at the world with your forehead, jump, dance, sing, so that you live happier.

Heal yourself with beautiful love and remember you are the medicine.

Meeting closed at 3.20pm

Appendix – Financial Statements for 2020

Performance Report
Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

Prepared by Sexton Business Builders Limited

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Entity Information

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

Legal Name of Entity
Celebrants Association of New Zealand Incorporated (Te Kahui Arahi Ritenga O Aotearoa)

Entity Type and Legal Basis
Incorporated Society

Registration Number
1132977

Entity's Purpose or Mission
The Celebrants Association of New Zealand (CANZ) is New Zealand's National Professional Association for Celebrants which enriches Celebrants, who in turn, enrich the New Zealand society. Our purpose is for our members to create and facilitate ceremonies and rituals which respond to the diverse needs and values of New Zealand's individuals, families and communities. In this context, our purpose is to;

- support celebrants to deliver high quality services
- promote celebrancy
- influence the place of ceremony in New Zealand

Entity Structure
The Celebrants Association of New Zealand is managed by an executive committee: Lianne Fraser (President), Rachel Clarke (Vice-President), Kesh Gilmour, Joanne Smith, Shayne Elliott, Carol Pilcher, Mary-Anne McAllum and Jim Goddin.

Membership consists of over 950 members throughout ten branches located in Auckland, Bay of Plenty, Canterbury, East Coast, Northland, Southern, Taranaki, Top of the South Island, Waikato and Wellington.

Main Sources of Entity's Cash and Resources
Membership Subscriptions

Main Methods Used by Entity to Raise Funds
Annual Membership

Entity's Reliance on Volunteers and Donated Goods or Services
The Association relies on donated volunteer time through the Executive Committee members whose expertise is essential to complete this work of governance.

Physical Address
No physical address

Postal Address
PO Box 599, Masterton 5840

Approval of Performance Report

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

The Governing body is pleased to present the approved Performance Report including the historical financial information of Celebrants Association of New Zealand Inc for year ended 31 December 2020.

APPROVED

Lianne Fraser

President

Date 03-05-2021

Shayne Elliott

National Executive Member - Finance

Date 03-05-2021

Statement of Service Performance

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

Description of Entity's Outcomes
The Association fosters celebrancy and supports celebrants in carrying out their duties competently, professionally and ethically.

The objects of the Association are to;

- Foster celebrancy, and to support celebrants in carrying out their duties competently, professionally and ethically.
- Maintain high standards among celebrants, including ethical standards and standard of cultural respect and sensitivity.
- Encourage co-operation and the exchange of experience and ideas among members.
- Provide advice and information to support members in the effective performance of their duties.
- Facilitate educational opportunities and to encourage the continuing professional development of members.
- Promote public awareness of the roles and functions of celebrants.
- Act as an advocate for celebrants with government and other organisations and agencies.

Description and Quantification of the Entity's Outputs	2020 $ Revenue	2019 $ Revenue
Facilitate Educational opportunities and encourage professional development - Conferences and Education Forums	-	40,720
Provide advice and information to members in support of their duties - Workshops Seminars, Peer Learning Groups	3,013	2,578
Membership development and retention	134,767	122,579
Wedding registrations	17,765	28,043
Validation of members (VCANZ)	5,652	18,187
Advertising, merchandising and other activities	1,491	2,136
TOTAL	**162,689**	**214,243**

During 2020 the Association continued to validate all members through structured recognition of celebrant training, experience and professional development. CANZ Celebrants who achieve validation will carry the letters VCANZ after their name.

Additional Output Measures
The executive committee meets once a month or as required by the president to discuss the affairs and business of the Association.

Additional Information
Revenue from outputs (above) was lower in 2020 compared to 2019 as the conference was cancelled due to the Covid-19 pandemic.
Further, membership numbers have grown giving rise to higher subscriptions. Activity in validations (VCANZ) was lower in 2020. The wedding registry trial was discontinued during the year.

These financial statements should be read in conjunction with the notes to the financial statements

Statement of Financial Performance

Celebrants Association of New Zealand Inc

For the year ended 31 December 2020

	Notes	2020 $	2019 $
Revenue			
Donations & sponsorship received	*1*	-	3,130
Revenue from providing goods or services	*2*	162,689	214,243
Investment income received	*3*	2,545	4,852
Total Revenue		**165,234**	**222,226**
Expenses			
Amortisation of intangibles	*4*	7,925	22,264
Costs related to providing goods or services	*5*	165,589	281,959
Income tax expense		246	1,288
IRD penalties & interest		461	12
Loss on disposal of fixed assets - old website		22,036	-
Total Expenses		**196,258**	**305,524**
Surplus (Deficit) for the Year		**(31,024)**	**(83,298)**
Prior Year Adjustments - 2019 conference costs		(9,494)	-
Surplus (Deficit)		**(40,518)**	**(83,298)**

Statement of Financial Position

Celebrants Association of New Zealand Inc
As at 31 December 2020

	Notes	2020 $	2019 $
Assets			
Current Assets			
Cash and cash equivalents	*6*	47,526	59,817
Debtors and prepayments	*6*	9,847	13,236
Investments	*6*	93,873	120,371
Total Current Assets		**151,246**	**193,424**
Non-Current Assets			
Property, plant and equipment		8,233	30,594
Total Non-Current Assets		**8,233**	**30,594**
Total Assets		**159,479**	**224,019**
Liabilities			
Current Liabilities			
Accounts payable		3,840	1,774
Income in advance		34,613	57,828
Income tax payable		1,075	3,946
Total Current Liabilities		**39,527**	**63,548**
Total Liabilities		**39,527**	**63,548**
Total Assets less Total Liabilities (Net Assets)		**119,952**	**160,470**
Accumulated Fund			
Accumulated Surplus (Deficit)	*7*	119,952	160,470
Total Accumulated Fund		**119,952**	**160,470**

Statement of Cash Flows

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

	2020 $	2019 $
Cash Flows from Operating Activities		
Cash was received from		
Donations, fundraising and other similar receipts	-	3,130
Fees, subscriptions and other receipts from members	143,666	223,393
Interest, dividend and other investment receipts	2,545	4,852
Income tax paid	(3,118)	-
Payment to suppliers	(173,017)	(289,857)
Net GST	(1,266)	1,614
Net Cash from Operating Activities	**(31,190)**	**(56,868)**
Cash Flows from Investing Activities		
Purchase of Property Plant and Equipment	(7,600)	(10,285)
Decrease in Investments	26,498	56,067
Net Cash from Investing Activities	**18,898**	**45,782**
Net (decrease)/increase in Cash, Cash Equivalents	**(12,292)**	**(11,086)**
Cash, Cash Equivalents at the beginning of the year	59,817	70,903
Cash, Cash Equivalents at the end of the year	**47,526**	**59,817**

These financial statements should be read in conjunction with the notes to the financial statements

Depreciation Schedule

Celebrants Association of New Zealand Inc

For the year ended 31 December 2020

Name	Cost	Opening Value	Purchases	Disposals	Depreciation	Gain (Loss) on Disposal	Closing Value
Property, Plant and Equipment							
CANZ WordPress Website with Membership System	33,800	4,577	-	-	191	(4,386)	-
CANZ Website - Automated Invoicing	10,380	3,677	-	-	153	(3,523)	-
CANZ Website - VCANZ Project	28,437	13,033	-	-	543	(12,491)	-
CANZ Website - Additions/Changes	2,685	1,707	-	-	71	(1,636)	-
New Website	15,200	7,600	7,600	-	6,967	-	8,233
Total ($)	**90,502**	**30,594**	**7,600**	**-**	**7,925**	**(22,036)**	**8,233**

Statement of Accounting Policies

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

Basis of Preparation
The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not for Profit) on the basis that it does not have public accountability and has total annual operating expenses equal to or less than $2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)
The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax
This is the tax on interest received, at the rate of 28% after a $1,000.00 income deduction. The tax year does not coincide with CANZ's financial year. Therefore the change in the income tax expense does not correspond to the change in interest income for the year.

Cash and Cash Equivalents
Cash and cash equivalents comprise cash balances and bank balances, including short term deposits with original maturities of 90 days or less.

Changes in Accounting Policies
There have been no changes in accounting policies.

Revenue
Donations and fundraising revenue are recognised when cash is received.

Revenue from subscriptions is recognised on the basis of cash received using a method of approximation as described in note 16.

Property, Plant and Equipment
Property, plant and equipment is shown at cost less any accumulated depreciation and impairment losses. Gains and losses on disposals of fixed assets are taken into account in determining the operating result for the year.

Depreciation
Depreciation is charged on a diminishing value basis on all property, plant and equipment, at rates permitted by the Income Tax Act 2007.

The rates of depreciation used are:

Property, plant and equipment	50% DV p.a.

Investments
Short term deposits with original maturities exceeding 90 days are classified as investments.

Debtors
Debtors are recorded at fair value.

Notes to the Performance Report

Celebrants Association of New Zealand Inc

For the year ended 31 December 2020

	2020 $	2019 $
1. Donations & Sponsorship Received		
Conference Donation Received	-	3,130
Total Donations & Sponsorship Received	**-**	**3,130**
2. Revenue from Providing Goods or Services		
Advertising Income	1,491	1,796
Branch Training & Workshop Income	3,013	2,578
Conference Dinner & Activities	-	5,260
Conference Registrations	-	35,460
Merchandise Sales	-	340
Registry Wedding Income	17,765	28,043
Subscriptions Received	134,767	122,579
VCANZ Application Fees	5,652	18,187
Revenue from Providing Goods or Services	**162,689**	**214,243**
3. Investment Income		
Interest Received	2,545	4,852
Total Investment Income	**2,545**	**4,852**
4. Amortisation of Intangibles		
Depreciation	7,925	22,264
Total Amortisation of Intangibles	**7,925**	**22,264**
5. Costs related to Providing Goods or Services		
Accounting & Advisory Services	12,000	5,000
Advertising & Marketing Costs	27,751	12,873
Affiliation Fees	850	850
Bank & Stripe Charges	760	4,619
Branch Establistment Costs	-	2,040
Branch Operating Costs	10,993	6,519
CANZ History Project	-	319
Computer & Software Costs	2,641	660
Conference Costs	12,690	45,908
General Expenses	1,873	979
Insurance	604	552
National Office Support	44,600	108,317
Officer Hours - Finance	-	3,799
Postage & Courier Charges	19	11
Printing & Stationery	74	211
Registry Wedding Expenses	19,534	30,609
Review Fees	1,000	900
Subscriptions & Memberships	1,620	1,853
Training & Workshop Expenses	522	9,674
Travel and Accomodation	13,924	31,048
Website Costs	14,134	13,719
VCANZ Costs	-	1,500
Total Costs Related to Providing Goods or Services	**165,589**	**281,959**

Notes to the Performance Report

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

	2020 $	2019 $
6. Analysis of Assets		
Cash and Cash Equivalents		
Auckland Branch (04)	-	9,279
Auckland Petty Cash Imprest	-	100
Bay Of Plenty (08)	-	3,648
BOP Petty Cash Imprest	-	100
Branch Bank Account	27,956	-
Canterbury Branch (09)	-	4,029
Canterbury Petty Cash Imprest	-	100
Conference/Ed Forum Petty Cash	-	100
Credit Cards	(335)	(104)
Main Bank A/c (00)	-	4,714
Membership Account (02)	19,905	19,894
Savings A/c (97)	-	20
Southern Branch (07)	-	3,818
Southern Petty Cash Imprest	-	100
Taranaki Branch (11)	-	1,330
Taranaki Petty Cash Imprest	-	100
Top Of The South (10)	-	2,904
TOTS Petty Cash Imprest	-	100
Waikato Branch (05)	-	4,702
Waikato Petty Cash Imprest	-	100
Wellington Branch (06)	-	4,684
Wellington Manawatu Petty cash Imprest	-	100
Total Cash and Cash Equivalents	**47,526**	**59,817**
Debtors and Prepayments		
Accounts Receivable	5,406	10,067
Prepayments	1,501	1,494
GST Refund	2,941	1,675
Total Debtors and Prepayments	**9,847**	**13,236**
Investments - Short-term Bank Deposits		
BNZ Investment 80934892-00001	28,484	27,446
BNZ Investment 80934892-00003	20,435	20,083
BNZ Investment 80934892-00005	-	28,788
BNZ Investment 80934892-00007	34,004	33,380
BNZ Investment 80934892-00009	10,950	10,675
Total Investments - Short-term Bank Deposits	**93,873**	**120,371**
7. Breakdown of Reserves		
Accumulated Fund		
Members Funds brought forward	160,470	243,768
Current Year Earnings (Deficit)	(40,518)	(83,298)
Total Accumulated Fund	**119,952**	**160,470**

Notes to the Performance Report

Celebrants Association of New Zealand Inc
For the year ended 31 December 2020

8. Historical Members Funds

The nature of the historical reserve and the purpose has not been quantified by source. It is assumed the accumulated members funds are made up solely from prior years' revenue reserves.

9. Commitments

There were no other commitments as at 31 December 2020 (Last Year: $7,600).

10. Contingent Liabilities and Guarantees

There were no contingent liabilities or guarantees as at 31 December 2020 (Last Year:$Nil).

11. Assets Held on Behalf of Others

No assets were held on behalf of others (Last Year: $Nil).

12. Significant Grants and Donations with Conditions not Recorded as a Liability

There was no grant or donation with conditions, not recorded as a liability (Last Year: $Nil).

13. Related Parties

There were no material related party transactions during the year.

14. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last Year: Nil).

15. Ability to Continue Operating

The executive committee is confident that the entity will continue to operate for the foreseeable future.

16. Subscriptions

Membership subscriptions are all set to be renewed on 1 April 2021.
In determining the financial year's revenue from subscriptions up to 31 December 2020, a portion of the subscriptions received during the calendar year was treated as subscriptions received in advance, calculated on the basis of the month of renewal.

Proxy form – 2021 AGM

I,	(Name of member)
hereby nominate	(Name of proxy member)

as my proxy for the purpose of voting at the 2021 Annual General Meeting of the Celebrants' Association of New Zealand Inc., as I am unable to attend. I ask that my apology be accepted.

Signed: *(CANZ financial member)*

Date:

This proxy vote can only be granted to a current financial member and is not transferable.

To be accepted, this signed form must be received by the National Executive no later than 5pm on 17th May 2021.

To submit:

scan and email before 17th May to: support@celebrantsassociation.co.nz *or*

hand to a member of the National Executive before 17th May 2021