



MINUTES OF THE 18TH ANNUAL GENERAL MEETING OF CYCLING NEW ZEALAND

Avantidrome, Cambridge

23 May, 2021

Meeting commenced 11:09am

The Chair (Tony Mitchell) welcomed all attendees.

1. ATTENDANCE AND APOLOGIES

Cycling New Zealand Board Members in attendance:

- Tony Mitchell (Chair)
- Jenny Gibbs
- Sarah Ulmer
- Malcolm Thomas
- Ivan Aplin
- Pete Roden
- Cath Cheatley
- Carla Muller (Board Advisor)

Member Organisation Presidents/Representatives in attendance:

- Erin Criglington (Cycling New Zealand Road and Track President)
- Warren Boggiss (BMX New Zealand President)
- Gareth Osmond (MTB New Zealand delegate)
- Brynn Gilbertson (Cycling New Zealand Schools President)

Cycling New Zealand Staff in Attendance

- Jacques Landry (Chief Executive)
- Julie Richards (Finance Manager)
- Janette Douglas (Event and Member Services Director)
- Gemma Hay (Office Assistant)

AGM Attendance:

- Total Attendance: 39
- A quorum as required by clause 25.13 of the Constitution was met.

Apologies:

- Phil Holden (Board member)
- Graeme Sycamore (CNZRT Life Member)
- Ron Cheatley (CNZRT Life Member)
- Chris Arbuckle (MO President)

The Chair introduced each of the Board Members.

2. CONFIRMATION OF ELIGIBILITY TO VOTE AND PROXIES

The board noted that as per the Constitution, Clause 25.1 Eligibility to Vote: The following Members and persons are eligible to vote at a General Meeting in accordance with this Constitution:

- a. Member Organisations
- b. The Chairperson, but solely for the purposes of a casting vote (Rule 25.3)

25.2 Voting Entitlement – Member Organisations – Each Member Organisation shall be entitled to one (1) vote provided that the Member Organisation has complied with the requirements specified in the Constitution.

3. CONFIRMATION OF 2020 AGM MINUTES

Proposed Resolution: The Chair sought a motion for the adoption of the 2019 AGM Minutes.

Brynn Gilbertson / Erin Criglington

Carried

4. CHAIRMAN'S WELCOME & REPORT

The Chair presented his report and reflected on the challenges of 2020, a year like no other.

In his eight years on the board Tony noted he has seen many challenges and successes. One strength worth noting is the adaptability of Cycling New Zealand. Tony is confident the organisation now has a solid foundation and is excited for the future. The role of the board is to set the platform for the team to perform – the CEO, staff, athletes and coaches.

In discussing the purpose work that was undertaken in 2020, the Chair encouraged everyone to embrace 'Unlocking People Potential', highlighting the relevance of the four pillars, Performing, Providing, Supporting and Partnering. We need to remember we are here to serve our Member Organisations.

The Chair thanked our sponsors for their support and acknowledged that they have also been through tough times.

In his final words as Chair, Tony acknowledged the eco system and thanked all the people who contributed to the purpose work.

Proposed Resolution: It was moved that the Chair's Report be adopted.

Warren Boggiss / Brynn Gilbertson

Carried

5. CHIEF EXECUTIVE'S REPORT

The Chief Executive thanked the Chair for the opportunity to speak.

2020 started really well, then, with the postponement of the Olympics, lockdowns and border closures, the organisation proved itself to be both resilient and adaptable. Decisions made were not always popular, but the focus has always been to do what is best for our athletes and staff.

Jacques then spoke to each department of the organisation and explained how their roles and responsibilities can be tied to the purpose work, and the 2021-2028 strategic plan.

Feedback obtained through the purpose and strategic planning work, consistently highlighted the need to increase connectivity with the community of Cycling in New Zealand. This has already guided change within the organisation, including bringing Member Services under Events, and hiring a fulltime media person to help tell our story.

Unfortunately, the challenges of 2021 also meant the integration with Para cycling was pushed back 12 months with a new integration date of January 1, 2022.

The Chief Executive finished by acknowledging the Minister of Sport's allocation of \$260 million for COVID relief funding to the sport sector, and reminding the room that Cycling New Zealand are here for you, the Member Organisations and members. We are striving to better connect with you so we all benefit and grow the sport of cycling.

6. STRATEGIC PLAN OVERVIEW

The Chief Executive then spoke to the 2021-2028 Strategic Plan.

'Unlocking People Potential', our identified purpose, is our guiding light, with our vision being to create 'A Thriving Community across the Sport of Cycling'. The four pillars, as previously explained by the Chair, overlap with the four Strategic Plan Priorities or Key Result Areas.

These are:

- Organisational Capability resources and expertise for all codes
- Quality experiences through direct delivery and guidance
- Partnering across our eco-system to add value
- High performance programmes and performance pathways

We will all benefit if we work collectively to achieve these priorities together.

In closing, Jacques detailed the organisation's values. These were decided upon by the staff, as they are the ones that need to really live them. It is the behaviours and actions behind the words that make the values important.

The Chair thanked Jacques for the presentation and advised that the full document will be shared in the coming weeks, including a 'what's in it for them' section.

7. ATHLETE VOICE COMMITTEE REPRESENTATIVE

The Chief Executive introduced Emma Cumming, Athlete Voice Committee (AVC) member.

The AVC was formed at the end of 2019 and is currently made up of eight members covering all disciplines, who meet quarterly. A Para cycling representative is yet to be formalised. There will be an election process for Council members following the Olympics. As a group they are considering four-year terms moving forward.

Emma detailed some of the key projects the AVC have worked on:

- Parental / maternity leave for athletes. Cycling New Zealand released a policy in March 2021.
- Input into Selection Criteria. Cycling New Zealand assisted by providing access to legal expertise through Rosaria Joseph.
- The creation of a mentor / buddy system, which connects junior athletes with seniors who have a wealth of knowledge and experience.
- Through PM Scholarships some of the AVC have also received communication training.
- The AVC now have a section in Cycling New Zealand's monthly newsletter. This is a great platform to shed light on the work they're doing.
- They have had a strong focus on wellbeing and mental health.

Emma believes the AVC are starting to have a real impact, athletes now feel they have a voice. Cycling New Zealand is doing a great job assisting with training and offering help when required, they have achieved a lot, but are still learning their role and where they fit.

Athletes wanting to get in touch can find contact information on the website.

The Chair thanked Emma for coming, and acknowledged their great work, he can see the engagement today was valuable. Noted that the AVC still need a lot of support, particularly with some of the issues that are being brought to them. Very fortunate to have a CE who has such a great relationship with the athletes, but aware that they need support outside the system too. This is being worked on.

8. FINANCIAL STATEMENTS

Malcolm Thomas thanked the Audit & Risk Committee, particularly Ivan Aplin who is standing down from the Committee and Julie Richards, the finance manager at Cycling New Zealand.

Malcolm presented an overview of the Statements of Financial Performance and Financial Position and key elements of the Cycling New Zealand financials.

Proposed Resolution: That the financial statements for the period 1 January – 31 December 2020 be adopted.

Brynn Gilbertson / Erin Criglington

Carried

9. APPOINTMENT OF INDEPENDENT AUDITOR

Proposed Resolution: That BDO be appointed as Cycling New Zealand Incorporated's auditors.

Warren Boggiss / Brynn Gilbertson

Carried

10. APPOINTMENT OF SCRUTINEERS

Byron Thomas (Sport New Zealand) as the returning officer was appointed as the Scrutineer.

11. ELECTION OF ELECTED BOARD MEMBERS AND RATIFICATION OF APPOINTED BOARD MEMBERS

The Chair advised the appointment process for the Appointed and Elected Board Member positions. In 2021 there were four independent director vacancies, two Elected and two Appointed positions.

Elected Positions

Ivan Aplin's first term came to an end, he is seeking re-election. Pete Roden will step down one year before the end of his second term.

The Member Organisations put forward nominations for Ivan Aplin and Melanie Short, who will fill the 12 month casual vacancy created by Pete Roden stepping down. Melanie is eligible for two further four-year terms.

Ivan thanked the Member Organisations for their continued support. He feels he is making good progress in the temporary traffic management space, but will be stepping down from the Audit & Risk Committee to focus on traffic management matters.

Melanie Short lives in Rotorua and was introduced to the sport through her children. Melanie thanked everyone for their support, she is thrilled to be here today to represent MBXNZ.

The Chair accepted and confirmed the Elected Board Member nominees. The Chair thanked the Member Organisation Chairs for working together to ensure the right people are in these roles.

Appointed Positions

Sarah Ulmer's first term came to an end and she made the decision not to stand for a second term. Tony Mitchell is stepping down one year before the end of his second term.

The Chair, on behalf of the Board Appointments Panel announced that, after carrying out a full and robust recruitment process, they have appointed Robyn Clements and Michelle Henderson to the two Appointed Positions. Robyn has been appointed for a period of four years, while Michelle will fill the casual vacancy term of 12 months, with eligibility for two further four-year terms.

Robyn Clements lives locally and has 20 years in the governance sector, including nine years on the board of Basketball New Zealand. She has an interest in the Audit & Risk Committee and believes cycling is a sport for all age-bands, offering huge opportunities.

Michelle Henderson is based in Invercargill, is a fulltime independent director on a number of companies and is a new-to-cycling Mum. Michelle is excited to be part of the organisation and is looking forward to driving the strategy and servicing the community of cycling.

Proposed Resolution: That the appointments of Robyn Clements and Michelle Henderson be ratified.

All ratified – all agreed
Carried

The Chair took the opportunity to acknowledge that five of eight positions on the board are now filled by female directors. This is great progress.

Pete Roden and Sarah Ulmer thanked the board for their support and encouraged the community of cycling to keep up the good work.

12. REMITS

No remits were received

13. GENERAL BUSINESS

Gareth Osmond – MTBNZ asked for an urgent review of Cycling New Zealand’s Position Statement on International Campaign and Project Activities. MTBNZ support the current position not allowing junior participation overseas, but are receiving a lot of pressure to push for this to be reviewed. The Chief Executive explained this is reviewed on a monthly basis with a caveat allowing amendments at any stage if the situation changes. The next statement will be released in early June.

14. CLOSING

The Chair thanked everyone for their support over the past few years and wished the new board all the best for future.

Meeting closed at 12:42pm