

# AGM 2025 Meeting Agenda - 23 September 2025

## Meeting Details:

### Combined AGM Online Meeting by Zoom - All Branch Members

**Date:** Tuesday 23 September 2025

**Time:** 7:00pm

**Meeting Link:** Join AGM 2025 Zoom meeting [HERE](#)

### Supporting Documents:

Supporting documents to the AGM 2025 can be found [HERE](#) or on the Supporting Documents area on the Screen Guild website.

### Important Documents:

View the documents relating to the proposed amendments to the constitution [HERE](#)

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## 1. Welcome & Housekeeping

This agenda has been prepared to guide members through the meeting process. Please note the following points:

1. **Quorum:**

In order to proceed, we require the Chairperson and at least sixteen (16) Ordinary Members to be present, either in person or virtually.

2. **Participation:**

Members will be invited to contribute to discussion on agenda items. Please wait until invited by the Chair before speaking to ensure the meeting runs smoothly.

3. **Voting:**

Only Ordinary and Life Members are eligible to vote. Associate Members are welcome to attend but do not have voting rights. Votes may be taken through the online voting system only and when directed.

4. **Proxies:**

Members unable to attend may have submitted a proxy vote in advance, which will be included in the overall count.

5. **Questions:**

For each agenda item, members will have the opportunity to ask questions or seek clarification before any motion is put to a vote.

6. **Minutes:**

The meeting will be minuted in accordance with the Constitution and the record will be made available to members following approval at the next AGM.

## 7. **Conduct:**

We ask that all contributions are respectful, concise, and relevant to the business at hand. The Chair reserves the right to guide discussion to keep the meeting focused and within time.

Ngā mihi for your participation and for supporting the governance of your Guild.

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## 2. **Establish Quorum**

Confirmation of Quorum being met.

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## 3. **Apologies**

Apologies will have been collected by way of the online [Apologies Form](#) or by email to [info@screenguild.co.nz](mailto:info@screenguild.co.nz)

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## 4. **Approve Previous Minutes:**

The minutes of the previous meeting have been circulated to all members prior to this AGM.

At this point in the agenda, members are asked to confirm that these minutes are a true and accurate record of what took place.

If any member has a correction to raise, this should be noted now.

Once any corrections are addressed, the meeting will be asked to pass a motion to formally adopt the minutes.

### **[AGM 2024 MEETING MINUTES - 25 Sept 2024](#)**

#### ***Motion:***

*That the minutes of the **AGM - 25 September 2024** meeting be accepted as a true and accurate record.*

A member will need to **move** this motion, and another **second** this motion.

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## 5. Presidents Report

### [\[VIEW REPORT\]](#)

#### **Process:**

The President - Christian Gower will present the annual report to members. Following the presentation, members will have the opportunity to ask questions or seek clarification. Once discussion has concluded, a motion will be put to the meeting.

#### **Motion:**

*That the President's Report for the year ending September 2025 be accepted.*

A member will need to **move** this motion, and another **second** this motion.

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## 6. Executive Officers Report

### [\[VIEW REPORT\]](#)

#### **Process:**

The Executive Officer - Kelly Lucas will present the EO's report to members. Following the presentation, members will have the opportunity to ask questions or seek clarification. Once discussion has concluded, a motion will be put to the meeting.

#### **Motion:**

*That the Executive Officer's Report for the year ending September 2025 be accepted.*

A member will need to **move** this motion, and another **second** this motion.

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## 7. Treasurers Report and Annual Financial Report 2024/2025

#### **Process:**

The Treasurer - Tyrone Payne will present the Treasurers report to members.

The Treasurer will then present the Annual Financial Report for the last financial year, including the reviewed statement of income and expenditure and the balance sheet for the year ending 31 March 2025.

Following the presentation, members will have the opportunity to ask questions or seek clarification. Once discussion has concluded, a motion will be put to the meeting.

#### **Motion:**

*That the Treasurer's Report and the Annual Financial Report for the year ending 31 March 2025 be accepted.*

A member will need to **move** this motion, and another **second** this motion.

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## 8. Election Results Announcement

Following the online elections carried online prior to the AGM, the newly elected Officers and Committee Members of the Screen Industry Guild Aotearoa (NZ) Inc. will be announced in the following order:

### National Officers

- President
- Vice President
- Treasurer

### Branch Committees

#### Auckland Branch Committee

- Chair
- Secretary
- Committee Members

#### Wellington Branch Committee

- Chair
- Secretary
- Committee Members

#### Christchurch Branch Committee

- Chair
- Secretary
- Committee Members

#### Queenstown Branch Committee

- Chair
- Secretary
- Committee Members

### National Executive Committee

As per the constitution, the Executive Committee is comprised of:

- The President, Vice President, and Treasurer (*automatic seats*)
- All four Branch Chairs (*automatic seats*)
- All four Branch Secretaries (*first option*)
- Remaining elected committee members

That will conclude the announcement of the Guild's Officer and Committee election results for 2025 and we will move to a motion to accept all Officers as voted.

### **Motion:**

*That all officers and committee members of The Screen Industry Guild elected via the online voting process conducted between 26 August and 12 September 2025 be formally accepted as duly elected to their respective positions.*

A member will need to **move** this motion, and another **second** this motion.

A warm welcome to all newly elected officers and committee members, and we look forward to working alongside you as we continue to strengthen and support our screen industry community.

We also extend our sincere thanks to any outgoing officers and committee members for their time, energy, and commitment. Your service has been invaluable, and the progress of the Guild stands on the foundation you have helped to build.

\* *The full election results will be available to view on the Screen Guild website, under Crew Zone in the AGM 2025 page Results section after completion of the AGM.*

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## 9. Member Vote

### 1. **Adoption of Amended Constitution - MEMBER VOTE**

#### **Explanatory Note:**

The National Executive has undertaken a full review of the Association's Constitution to ensure compliance with the Incorporated Societies Act 2022 and alignment with good governance practice. A draft amended Constitution and a supporting Changes Document were circulated to members prior to the meeting. Members are now asked to consider and vote on the adoption of the amended Constitution in its entirety.

[Draft Amendment to the Constitution 2023](#)

[Amendment Changes Directory - 2025](#)

#### **Procedure:**

- The Chair will introduce the item and outline the purpose of the amendments.
- Members will be invited to ask questions or raise points for discussion from the floor.
- Once discussion has concluded, the motion will be put to the members for an online vote.

#### **Motion:**

*That the members adopt the amended Constitution in full, as presented and circulated, incorporating all mandatory, recommended, and optional amendments required to comply with the Incorporated Societies Act 2022 and to strengthen the Association's governance framework.*

This motion will move to an **online vote** when instructed by the Chair.

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## 10. General Business Discussions

### 1. National Secretary

Clarifying the role of the National Secretary and who will step into this role for 2025/26.

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## **2. Rate Card Update**

Reviewing the new process of gathering Rate card data and the new tool that is being created.

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## **3. Core Funding - NZFC**

Update on the Core Funding received from the NZ Film Commission.

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## **4. Merchandise Update**

The guild is looking at having patches and stickers available for members.

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## **5. ProdPerks Update**

The latest on the rebranding of the Production Partners Discount Program to ProdPerks.

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## **6. Insurance Reminder**

Update on the latest Gallagher discount through the Prod Perks program, when do you need to have Insurance?

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## **7. News Editor Callout**

The Screen Guild is looking for a news editor for the News Section of the website.

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## **8. Per Diems**

Update on the changes at IRD for pier diems.

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## **11. Other Business**

Open discussion from the floor. This is a time to raise any other matter members would like to discuss.

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## 12. Post AGM Branch Meeting

Once the AGM is formally closed, each Branch immediately holds a post AGM committee meetings in break-out room links that will be provided by the Executive Officer.

**The process is straightforward:** the newly elected Branch Chair for each location declares the Branch Committee meeting open and opens the floor for discussion points.

This serves as the first official meeting of the new Branch Committee — an opportunity to welcome the incoming committee members and to raise or discuss any Branch-level business that members would like to bring forward.

### Post-AGM Branch Meeting Minutes

Minutes of each Branch meeting are to be completed via the relevant Branch's Google Form (provided in advance) and submitted at the close of the meeting.

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## 13. Thank You & Meeting Close

Members move to their post AGM Branch Meeting Break-out rooms.

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**MEETING ADJOURNED**

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