



## Minutes for the Annual General Meeting of Christian Medical Fellowship of New Zealand Incorporated

Wednesday 21st August 2024

via Zoom

	Agenda item	Discussion
1	Welcome	AGM opened at 7 30pm
2	Prayer	
3	Apologies	Dr Helen Saunders, Dr Philip Pattemore, Dr Nigel Yeoh, Dr Diana Rae, Dr John Williamson, Beth Hood
4	Meeting arrangements	<ul style="list-style-type: none"><li>a. Establish voting strength (full members)- 16</li><li>b. Establish timing of session – aim to finish by 9 30pm</li><li>c. Establish voting processes- using chat function, ordinary motions will be passed when supported by &gt;50% of voting members, special resolutions passed if supported by &gt;75% of voting members.</li></ul>
	Present	<i>Full Members:</i> Dr Tim Jelleyman (Chair), Dr Callum Hammond (Vice-Chair), Dr Phil White (Treasurer), Dr Natalie Cadzow (Secretary), Dr Min-Jee Wilks, Dr Denise Porter, Dr Allanah Hartley, Dr Sarah Masterton, Dr David Tripp, Dr Alastair Cadzow, Dr Maryann Watson, Dr Greville Wood, Dr Glennis Mafi, Prof Andre Van Rij, Dr Neil Pollock, Prof Helen Nicholson, Dr Matthew Kehoe, Dr Flora Gastrell
		<i>Student Members:</i> , Lydia Aw-Yong, Luke Stedman
		<i>Associate:</i> Jen Collings (ND), Alan Vink, Robyn Drake
		<i>Non-Members:</i> Dr Tony Hanne
5	Confirmation of previous minutes  <a href="#">CMFnz 2023 AGM minutes</a>	Matters arising: Nil  <b>Motion:</b> <i>Accept Minutes of 2023 AGM as a true and accurate record</i> <b>Moved by:</b> Tim Jelleyman <b>Seconded by:</b> Maryann Watson <b>Vote:</b> All present at last year's AGM in favour, nil against
6	<u>Opening Comments</u> presented by Dr Tim Jelleyman	<ul style="list-style-type: none"><li>• Confirmation of reduced scope of voting for constitution based on member feedback.</li></ul> <p>Activities Reports taken as read so just a brief overview was given.</p> <ul style="list-style-type: none"><li>• Encouraged by the breadth of activity around the country</li><li>• Reflect conferences in Auckland and Chch with Wellington evening added in. A great time of fellowship.</li><li>• Saline continues to equip us to be salt and light in the workplace</li></ul>

		<ul style="list-style-type: none"> <li>• Tuakana provides an opportunity for mentoring</li> <li>• Ongoing student work at the 2 universities</li> <li>• 25 different events around the different regions</li> <li>• Jen has been active and motivating around the country.</li> <li>• Additional activities noted in performance report, including Radiating Faith webinar, board review by Massey EMBA students, EMBA applied business project by ND for shared admin service</li> </ul> <p>Received <a href="#">CMFnz 2023-4 Activity Reports</a>:</p> <ol style="list-style-type: none"> <li>a. Board Chair report (Dr Tim Jelleyman)</li> <li>b. National Director report (Jen Collings)</li> <li>c. Saline Process Training report (Dr Flora Gastrell and Dr Glennis Mafi)</li> <li>d. Tuakana (Dr Min-Jee Wilks and Dr Natalie Cadzow)</li> <li>e. Student Representative reports (Bethany Hood and Luke Stedman)</li> <li>f. Regional network report (compiled by Jen Collings)</li> </ol> <p><b>Report acceptance:</b> Matt Kehoe with Sarah M as seconder</p>
7	<p><u>Constitutional Amendments</u></p> <p><a href="#">Proposed amended constitution- version highlighting 'withheld' items</a></p> <p><a href="#">Current Constitution</a></p>	<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• Incorporated Societies Act 2022 bringing more rigour to organisations like ours, ensuring they are run well.</li> <li>• Opportunity for comprehensive work on the constitution.</li> <li>• Process supported by Parryfield Lawyers, advice followed.</li> <li>• Item 4 sets out things altered to be in compliance with the act. Items 1,2 and 3 are more strategic and items 5 and 6 are operational but to improve the rhythm of governance.</li> <li>• Member feedback wanting more involvement of the fellowship in the constitutional amendments, particularly on the strategic items. Process for consultation not yet determined.</li> <li>• For today the question is: Do you approve the basic changes set out in item 4? All highlighted bits relating to item 1,2,3,5 and 6 to be removed.</li> </ul> <p><b>Withheld items discussed:</b></p> <p>Item 1: Dentists as full members</p> <ul style="list-style-type: none"> <li>• Background: Dentist leader requested joining as a full member. This is in line with the ICMDA.</li> </ul> <p>Feedback received:</p> <ul style="list-style-type: none"> <li>• Sarah M- Positive, especially if there's not another group for them to be a part of, enables us to support and encourage</li> </ul>

		<p>them to sustain their faith, may bring further skills to the fellowship, allows networking with dental students in Otago.</p> <ul style="list-style-type: none"> <li>• Matt Kehoe- Encouraging to hear us thinking broadly and strategically regarding our partnerships. Noted that most medical and dental fellowships were established in the 1960's when these were the main professional groups and times have changed since then. E.g. new professional groups such as paramedics and nurse practitioners. If we are to forge alliances/ partnerships, we need to think strategically: which groups and why? Do we invite wider groups to join the fellowship or is it better to have a solid medical fellowship delving into medical member needs in association with various groups as we already do with the nurses and lawyers. Recommendation to pause to think further.</li> <li>• Greville Wood- In favour, particularly as they don't have a group of their own, fairly isolated group with lots in common with GP's and there's a need for collaboration and value in unity, need to look strategically re other groups.</li> </ul> <p>Item 2: Associate student membership category</p> <ul style="list-style-type: none"> <li>• Proposal to create an associate student member category alongside our current associate member category. Feedback received:</li> <li>• Matt- Already catered for under the constitution. The new category reads the same as the associate member but for students. If the board wishes to choose to create this category it can be done without constitutional change.</li> </ul> <p>Item 3: Add 'Other health professionals and students' to charitable purpose section</p> <ul style="list-style-type: none"> <li>• Purpose: Reflective of our work in partnership with the Nurses fellowship and how we open our events to others. Feedback received:</li> <li>• Glennis Mafi- this term is used in Saline to include others with close contact with patients. It's a broad category including allied health, blood takers, carer support etc. If we make it too broad then we make it difficult to cover the needs of all those professions whose experience and training is totally different. Term too broad, not sure of an alternative term.</li> <li>• Greville Wood- this is the charitable purpose area of the constitution not the membership area. If our conferences are open to them then this needs to be covered in this part of constitution. It doesn't mean they are members but that we could cater to them if we chose.</li> <li>• Matt Kehoe- Our charitable purpose at the moment is medically focused (excellence within the medical field) as this is where our members come from, changing the remit to</li> </ul>
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	<p>healthcare makes us a healthcare organisation with us as the 'guardians' of it (may be patronising), recommendation to stick with our current mandate and seek to form alliances with healthcare professionals and maintain our focus, dentists could link in with the other associated dental people (hygienists etc)</p> <p>Item 5- Board term extension to a 3 year period with no stand down</p> <ul style="list-style-type: none"><li>• Slow the rate of change of the board. This is consistent with good governance. Having said that most of the board extends their term anyway. It may put people off, however, there would be the option of coming off the board at any time if needed.</li></ul> <p>Item 6- Board student rep consecutive 12 month terms</p> <ul style="list-style-type: none"><li>• Allows opportunity and flexibility to represent for more than 1 year</li></ul> <p><b>Item 4 Discussion:</b></p> <p>Item 4: Seeking approval for amended and compliant constitution, withholding terms pertaining to items 1,2,3,5 and 6.</p> <ul style="list-style-type: none"><li>• As part of re-registering as an incorporated society we will need to present a compliant constitution. Consulted with Parryfield lawyers- specialists in this space. Under legal advice we have added internal disputes resolution, ensuring membership consent, detail about how we store the register of members, consent and storage of information from new officers on the board, recording and storage of conflicts of interest of board members, preparation of financial statements to a certain standard.</li><li>• The bones of the proposed constitution come from the old one.</li></ul> <p>Feedback:</p> <ul style="list-style-type: none"><li>• Matt Kehoe- Thanks for the huge amount of work done to get constitution to this stage. Unable to vote for this motion with due diligence. Identified things that need work: need transparency for changes that are required by the act and what isn't. E.g. Rule 2- charitable status is not required, proposed 9c5- participation in a Christian community by a board member requires proof from a Christian minister, changing the voting threshold for constitutional changes or dissolution of the organisation from 2/3 to ¾. Hard to see where the changes are in the new document. Due by April 2026 so there is time. Encouraged people to vote for it, just not tonight. Happy to help pr</li></ul>
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		<ul style="list-style-type: none"> <li>• Response by Tim: Good points raised and it is easy as a board to have lost track of what's changed. We need to reflect on this. Clarification provided on Parryfield's input with the use of templates for some clauses and guidance on elements which were a choice under the act. They worked through the whole draft to ensure compliance. Therefore, we have a legally compliant document but with changes which haven't been broadly discussed with the membership. The constitution needs to fit with the membership within the range that the law allows us.</li> <li>• Glennis Mafi- Struggled to navigate the document and wishes for all changes to be highlighted.</li> <li>• Alastair Cadzow- agrees with changes being visible but wouldn't attend a special general meeting, may struggle to get buy-in.</li> <li>• Phil- tracked changes document was very messy therefore wasn't brought forward to the AGM.</li> <li>• Jen- This was a comprehensive look at the entire constitution instigated by the ISA2022 process. There are a couple of small terminology changes e.g. aims changed to purposes. Some other small changes which were made to 'add value' e.g. Christian minister reference for board members which is in keeping with what we ask for Tuakana mentors. There was no intention to hide anything. Balance of being pragmatic and efficient in consultation and allowing members to engage where they want to. An operational challenge to present all small changes and walk through them at the AGM. Encouraged people to read the new constitution and see if the constitution is fit for purpose.</li> <li>• Matt- happy to help present the doc in a clear way</li> <li>• Callum- There has been extensive discussion behind the proposed changes as a board regarding the sustainability of CMF going forward. Ongoing consultation needs to include this element.</li> <li>• Greville- Clarification that we can we legally operate within the current charities act as we work through the consultation process. Suggests we aim to have it finished by next AGM.</li> <li>• David Tripp- glazing over with long constitution discussions. Happy to accept that the board have done due diligence, the lawyer's have said yes and will vote yes. Seconded by Glennis and Maryanne.</li> <li>• Andre Van Rij- endorses Matt's perspective. Needs to be transparency and with due consideration of the issues raised.</li> <li>• Sarah M- what are the impacts to consider if the proposed changes don't go ahead tonight? Reply- time and human resource and contracted support costs. Time spent will detract from other CMF work. Lawyer's cost could be</li> </ul>
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		<p>\$500/hour (previously mates rates so cheaper). There's a balance of being pragmatic and doing due diligence.</p> <p><b>Motion:</b> <i>To accept the proposed amended constitution, with the exception of proposed changes relating specifically to proposals 1,2,3, 5 and 6 which have been withheld.</i></p> <p><b>Moved by:</b> Tim Jelleyman.</p> <p><b>Seconded by:</b> Alan Vink</p> <p><b>Vote:</b> 14 full members in favour, 2 against, 1 abstain. Motion passed.</p> <p><b>Motion:</b> <i>To re-register CMFnz as an Incorporated Society.</i></p> <p><b>Moved by:</b> Tim Jelleyman.</p> <p><b>Seconded by:</b> Matt Kehoe</p> <p><b>Vote:</b> All in favour</p> <p><b>Going forward</b></p> <ul style="list-style-type: none"> <li>• A key point raised has been transparency</li> <li>• As a living document there can be further amendments to the constitution in future and there will be as part of the ongoing consultation around the withheld items (process to be determined)</li> <li>• Feedback is welcome at any stage</li> </ul>
8	<p><u>Our Financial Position</u></p> <p>presented by Treasurer Dr Phil White</p>	<p>The following documents were presented by Dr Phil White</p> <ol style="list-style-type: none"> <li><a href="#">CMFnz Performance Report 2023-24</a></li> <li><a href="#">CMFnz Budget and Progress to Budget 2022-23</a></li> <li><a href="#">CMFnz Budget 2023-4</a></li> </ol> <p>Performance Report</p> <ul style="list-style-type: none"> <li>• Summary of finances and activities for the financial year, formulated by CATAS</li> <li>• Slight discrepancies in performance report and Treasurer's report due to the first only just being released</li> </ul> <p>Income</p> <ul style="list-style-type: none"> <li>• Projected deficit of over \$18000, actual deficit \$1279.</li> <li>• Extra income largely from membership donations which offset the reduction in the Wilberforce foundation grant, slight increase in membership subs due to 10% increase in price</li> </ul> <p>Expenses</p> <ul style="list-style-type: none"> <li>• Employment costs greatest expense with increase compared to previous year due to Jen's employment and Sarah as admin.</li> </ul>

	<ul style="list-style-type: none"><li>• Actual employment cost of 70k, performance report quotes 82k. Conference contributes 12k of salary reimbursement due to time spent by employees.</li><li>• Contracting costs reduced due to employees.</li><li>• Student work expenses reduced as haven't been asked to fund as much.</li></ul> <p>Reflect Conference</p> <ul style="list-style-type: none"><li>• Reflect conference in Auck and Dunedin. Well attended and made a surplus of 4k. Due to the partnership with NCF, this surplus was put forward to fund the next year's conference.</li><li>• Overall deficit of \$1279 compared to previous year's loss of \$4700. Given the large deficit budget, God has really provided for our work and it suggests that the membership is backing what is happening.</li></ul> <p>2024-5 Budget</p> <ul style="list-style-type: none"><li>• We are conscious of Jen being hindered by the amount of admin work. Wilberforce Foundation have provided a grant for Jen to work towards setting up a shared admin hub.</li><li>• Full time role for Jen from Feb to enable her to broaden what she does for the fellowship</li><li>• Budget projected a deficit of over 30k. Sufficient reserves (just) to fund this. Tremendous response to appeals in donations from the membership. Thank you very much to you all.</li><li>• A focus for this year is on increasing membership and revitalising members who have fallen by the wayside (perhaps unknowingly).</li></ul> <p>Questions</p> <ul style="list-style-type: none"><li>• Under expenses, who are the contractors and does that include CATAS? Contractors are admin contractors, previously a firm and for the last 2 years mostly a student who did conference work. CATAS comes under consulting and accounting, monthly fee of \$80 and lump sum for performance report preparation of approx \$700.</li><li>• Error noted on income slide under members: \$20.495 written instead of \$20,495.</li><li>• Clarification on % figures as % of total income or expenses excluding conference and Saline.</li><li>• CATAS report- pg 13 service delivery- what was \$12625 for? The amount that conference paid against the salary costs. conference paid against salary costs, pg14 international figure in brackets related to conference insurance refund, actual</li></ul>
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		<p>costs were paid the year before, pg 16 section 6 (\$9325) transferring to student and saline reserve, section 7 under congress fund- \$4300 yet to be spent for 2026. Board decision to set aside money each year to send a rep to ICMDA congress.</p> <ul style="list-style-type: none"> <li>• Praise God for his provision through people</li> </ul> <p>Performance Report 2023-4 and Budget 2024-5 received by Tim and seconded by David Tripp.</p> <p><b>Motion:</b> <i>That the Performance Report 2023-4 be accepted and the meeting accepts the recommendation of the board to adopt the Budget 2024-25.</i></p> <p><b>Moved by:</b> Tim Jelleyman</p> <p><b>Seconded by:</b> Phil White</p> <p><b>Vote:</b> all full members in favour, nil against</p> <p><b>Motion:</b> <i>CMFnz board proposes that no auditor be appointed for the ensuing 2024-25 year.</i></p> <p><b>Moved by:</b> Tim Jelleyman</p> <p><b>Seconded by:</b> Phil White</p> <p><b>Vote:</b> all full members in favour, nil against</p>
9	Election of the new Board	<p>Up to ten vacant positions including two student representatives</p> <p>Nominations received:</p> <ul style="list-style-type: none"> <li>• Dr Flora Gastrell, Dr Greville Wood, Dr Allanah Hartley</li> <li>• Existing board members for re-election: Dr Phil White (Treasurer), Robyn Drake (TSCF), Alan Vink</li> </ul> <p>Current Board members:</p> <ul style="list-style-type: none"> <li>• Dr Tim Jelleyman (Chair), Jen Collings (National Director), Dr Natalie Cadzow (Secretary), Dr Callum Hammond (Vice-Chair)</li> <li>• As the number of nominations received is less than the number of vacancies to be filled, and at least half the prospective board membership is made up of registered medical practitioners, the persons nominated (Alan Vink, Dr Phil White, Dr Greville Wood, Dr Flora Gastrell, Dr Allanah Hartley) are deemed to be elected.</li> </ul> <p>Student nominations- 2025</p> <ul style="list-style-type: none"> <li>• Bethany Hood (Auckland), Pearl Bir (Otago)</li> </ul> <p>Congratulations and welcome to the new Board members</p> <p>Board Farewell: Dr Min-Jee Wilks</p>



		<ul style="list-style-type: none"> <li>Thanks to Min-Jee, a great thinker and strategist with a good eye for detail who has had a key role in onboarding board members and Tuakana.</li> </ul>
10	<p><u>Looking Ahead</u> presented by National Director Jen Collings</p> <p><a href="#">GROW CMFnz Strategic Vision 2022-32</a></p>	<p>Thanks for the turn out and engagement tonight</p> <p>Looking ahead:</p> <ul style="list-style-type: none"> <li>The board remains committed to the vision to support doctors and medical students in living wholeheartedly for Christ through medicine and our work across healthcare through ministries such as Saline and conference and dynamic partnerships with other professional networks and medical mission.</li> <li>Sept, in-person strategy day for the board- discuss process of consultation and GROW strategy.</li> <li>Shout out to Matt Kehoe for his technical support and engagement with issues</li> <li>Shared admin service project: we are operationally well set up as a professional network but we struggle to operate and thrive in terms of admin, opportunity to contribute to setting up a shared admin hub, major focus of Jen's time with a view to attracting further investment from Wilberforce to implement a pilot service, critical to boost operational capacity to reach all Christian docs and medical students in NZ. Rough guestimate of 7000 Christian doctors based on the census. Imagine if 10% were members, this would enable us to do so much more. Our goal is that the network, support and services we offer are engaging and people want to belong.</li> <li>Imagine what God could do! Video Clip- captures the vision that we have, made with the help of CMF UK.</li> </ul> <p>Thanks to all present for their attendance and support of the ministry and the platform given to Jen. This is not taken for granted. Thanks given to CMFnz members for their ongoing commitment to serving the Lord through their work.</p> <p>Announcements: Coming up</p> <ul style="list-style-type: none"> <li>Saline- Palmerston North on Sept 7<sup>th</sup></li> <li>Pray as One, 16<sup>th</sup> Sept. Jen guest speaker</li> <li>Regional events in monthly newsletters</li> <li>Spring webinar- 6<sup>th</sup> Nov, guest speaker Dr Shireen Chua. Topic: Intercultural competency</li> <li>Reflect 2025- Alpha and Omega (matters of life and death), speaker Megan Best, NZ wide speaking tour with many partnerships, thank you to Dr Amanda Landers who has secured a grant to help fund this</li> </ul>

		Thanks to Jen on behalf of CMFnz for her above and beyond work
<b>11</b>	Closing prayer, farewell and conclusion of the meeting	Doxology Jude 24-25 AGM closed- 9 30pm

Signed: Dr Natalie Cadzow

Date: 13/9/2024