

Minutes

NZRAB Board Meeting

17 March 2009

NZRAB offices, Wellington

The meeting commenced at 9.40 am.

1. Attendance, welcome, introductions & apologies

Board members	Ron Pynenburg (Chair), Kate Davenport (Vice Chair), Carolynn Bull, Anna-Marie Chin, Marsh Cook, Gordon Holden, Callum McKenzie, Helen Tonkin
Guests	Beverley McRae, CE NZIA
In attendance	Paul Jackman (CE), Andrew Symonds (EO)
Apologies	None

2. Potential Conflicts of Interest

Board members declared the following:

- Anna-Marie Chin declared that she knew the Board paper 6.2 Pathway 7 applicant.
- Carolynn Bull declared that she served on the Investigating Committee related to Board paper 8.3.

3. Minutes from Previous Board Meetings/Matters arising

3.1 – Board minutes 16 September 2008 electronic

The Board resolved:

- That the minutes of the 16 September 2008 electronic Board meeting were a true and accurate record.

Moved Carolynn Bull, seconded Kate Davenport.

3.2 – Board minutes 25 November 2008

The Board resolved:

- That the minutes of the 25 November 2008 Board meeting were a true and accurate record.

Moved Carolyn Bull, seconded Kate Davenport.

In matters arising, the Chair noted that:

- the Board Manual is now available on the NZRAB website
- he had decided not to make an additional appointment to the Public Protection Committee until the state of the NZRAB's finances in the face of the current economic downturn becomes clearer
- the *Briefing to the Incoming Minister* had been provided to the Minister as planned.

4. Governance

4.1 – Chair's Report (Oral)

The Chair briefed the Board on recent developments.

4.2 – CEO's Report

The CEO reported on progress against the Strategic Plan. From the discussion that followed, Board members suggested that:

- the NZIA should be asked again to provide advice as to what it has spent so far on developing the CPD website
- profiles should be kept on the architects that have been subject to complaints to ascertain any trends
- inquiries should be made as to whether architects' personal indemnity insurance covers the legal costs of discipline cases.

Regarding the action list from the November 2008 Board meeting, it was agreed that the CE would investigate the cost of creating a medallion for former Board members as a way of expressing the Board's appreciation for their service.

The Board resolved:

- That the Board note the CE's Report.

Moved Helen Tonkin, seconded Anna-Marie Chin.

4.3 – Implications of Possible Changes to the LBP Scheme

The Board resolved:

- That the Board note Board paper 4.3.

Moved Gordon Holden, seconded Callum McKenzie.

5. Strategy and Finance

5.1 – Finance Report

The Board resolved:

- That the Board note the NZRAB Finance Report July to December 2008.

Moved Carolyn Bull, seconded Helen Tonkin.

5.2 – Mid Year Forecast

A Board member asked for a graph to be prepared showing the ages of current Registered Architects to ascertain whether or not a sharp fall in the number of Registered Architects can be expected in the near to medium term due to architects of the “boomer” generation retiring.

The Board resolved:

- That the Board note the NZRAB 2008/09 forecast.

Moved Callum McKenzie, Helen Tonkin

5.3 – Financial Risks and Responses for 2009/10

The Board discussed its options in terms of reducing the Board’s expenditure if, as seems likely, the Board’s income in 2009/10 is significantly reduced due to the economic downturn. The Board agreed that:

- raising the annual Certificate of Registration fee is not an option
- training for assessors should be reduced forthwith to one training session per annum for the duration of the downturn.
- the May 2009 initial registration round should proceed
- the need for the November 2009 initial registration round should be reviewed with a view to cancellation at the May 2009 Board meeting.
- the May 2009 Board meeting should be provided with scenarios as to the implications for the Board income if the numbers of architects renewing their annual registration falls sharply
- architects should be advised that if they are unemployed the right response in terms of their registration is to go into voluntary suspension, so that the Board knows not to follow them up for payment as per working architects who have merely overlooked

renewing their registration.

The Board then resolved:

- That the Board note Board paper 5.3 Financial Risks and Responses for 2009/10

Moved Carolyn Bull, seconded Gordon Holden.

Beverley McRae, CE NZIA, joined the meeting. Ms McRae briefed the Board on how she saw the economic downturn impacting on the NZIA, the likely outcome being reduced numbers of graduates taking part in the NZIA's training programmes and being able to find employment in practices. The implications for registration were also discussed and it was agreed that the NZIA and the NZRAB need to keep in close contact to monitor the situation

Ms McRae reviewed CAA recognition of the qualifications accreditation process and the NZIA and NZRAB's desire for a true Australasian qualifications accreditation system. The NZIA and NZRAB agreed that this was an important goal to be pursued.

5.4 – Finance Policies and Delegations

The Board resolved:

- that the Board adopt the:
 - Strategy and Finance Committee Terms of Reference
 - NZRAB Finance Policy
 - NZRAB Sensitive Expenditure Policy
 - NZRAB Delegated Authority and Responsibility Schedule;

subject to the following amendments:

- the annual report should be signed off by the Board
- the Board as a whole should determine the procedure for and finally sign off the appointment of a new CEO
- limits on staff credit cards should be specified.

5.5 – NZRAB honoraria

The Board resolved:

- That the Board adopt the NZRAB Honoraria Policy.
- That the NZRAB Honoraria Policy be made public via the NZRAB website;

subject to:

- provision for the secondment of an additional Board member to the Board Fees Committee where the Chair and the Deputy Chair are proposing to undertake “ad hoc activities” together.
- an addition to the Internal Fee Schedule of specifics as to the Chair and Deputy Chair attending committee meetings

Moved Helen Tonkin, seconded Carolynn Bull

A Board member suggested that the Board’s dealings with its legal advisers would be enhanced if the Board established fee guidelines for legal advice.

6. Registration

6.1 – Registration Report

The Board resolved:

- That the Board note Board paper 6.1 Registration Report.

Moved Gordon Holden, Helen Tonkin.

6.2 – Pathway 7 Registrations

The Board was advised that pathway 7 applicant (deleted) had withdrawn.

The Board then resolved:

- That the Board approve the registration of pathway 7 applicant Mr Maurice Orr.

Moved Callum McKenzie, seconded Marsh Cook, abstained Anna-Marie Chin.

7. Continuing Registration

7.1 – Continuing Registration Report

The Board resolved:

- That the Board note the Continuing Registration Report.

Moved Anna-Marie Chin, seconded Kate Davenport.

8. Public Protection

8.1 – Public Protection Report

The Board resolved:

- That the Board note the Public Protection Report.

Moved Callum McKenzie, seconded Helen Tonkin.

8.2 – Appointment of an Investigation Committee to investigate the (deleted) Complaint

The Board resolved:

- That the Board approve the appointment of the following to an investigating committee to investigate the (deleted) complaint: Gordon Holden (Chair) John Bannatyne and Kate Davenport, and that John Bannatyne be appointed as Alternate Chair until 24 November 2009.

Moved Carolyn Bull, seconded Helen Tonkin, abstained Kate Davenport, Anna-Marie Chin, Marsh Cook, Gordon Holden, Callum McKenzie.

8.3 – Disciplinary Committee recommendations

Regarding a complaint against (deleted), the Board resolved:

- That the Board accept the recommendation of the Disciplinary Committee and specifically that the Board:
 - accept that (deleted)'s conduct in this matter amounts to an act or default discreditable to an architect as per section 42 of the Architects Act 1963
 - impose the sanction of censure
 - accept that an order of costs is not sought against (deleted).
- That the Board note that (deleted) undertakes that he will not re-commence or seek to re-commence practice as a Registered Architect.
- That the Board publish the facts of the case and (deleted)'s name.

Moved Gordon Holden, seconded Helen Tonkin, abstained Carolyn Bull, Callum McKenzie, Anna-Marie Chin, Kate Davenport.

9. International and Standards

9.1 – APEC Architect Report

The Board resolved:

- That the Board note Board paper 9.1 APEC Architect Report.

Moved Gordon Holden, seconded Marsh Cook.

9.2 – Japan New Zealand APEC Architect bilateral

The Board resolved:

- That the Board agrees in principle to the proposed *APEC Architect Bilateral Agreement on Reciprocal Recognition of Registered/Licensed Architects in Japan and New Zealand to Facilitate Mobility of Architects in the Provision of Architectural Services* and authorises the Board Chair to commit the NZRAB in that regard.

Moved Kate Davenport, seconded Carolynn Bull.

The meeting concluded at 3.30 pm.