

Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi Charitable Trust 2021 Annual General Meeting

SATURDAY 4 DECEMBER FROM 1100HRS / 11:00AM

Virtual AGM Guide

This year, due to uncertainties around the status of the COVID-19 pandemic, particularly in relation to meeting size, travel and risk to health, the 2021 Annual General Meeting (AGM) of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi Charitable Trust (the Rūnanga) will be held online only.

Members who are registered with the Rūnanga are invited to attend the 2021 AGM virtually via video conferencing platform Zoom on Saturday 4 December 2021, commencing at 1100hrs.

We are accepting pre-registrations for the virtual AGM up until **12pm Friday 3 December 2021** to allow time for our team to process them prior to the AGM on Saturday.

[Update: Pre-registration extended to 4.30pm, 3 December 2021]

Only registered members of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi are eligible for entry into the Zoom AGM. If you are not a registered member of Ngāpuhi or if you ARE a registered member but do not wish to join the online AGM, you can still watch the live streamed event on our Facebook page.



Agenda

1. Karakia/Mihimihi
2. Chairman's Introduction
3. Chairman's Report
4. Chief Executive's Report
5. Financial and Audit Reports
6. Ngāpuhi Asset Holding Company Ltd Report
7. Announcement of Takiwā Election Results and the next group for election 2022 - Group #3
8. Mihi Whakakapi
9. Karakia Whakamutunga

Contact details:

To register as a member of Ngāpuhi, go to: <https://ngapuhi.iwi.nz/registration/>

For more information about the AGM including submission of questions, email board.secretary@ngapuhi.org.
To keep updated with AGM information, follow us on the following platforms:

Website: ngapuhi.iwi.nz

Facebook: <https://www.facebook.com/ngapuhirunanga/>

Instagram: <https://www.instagram.com/ngapuhi.iwi/>

Newsletter: E-Mara Pānui (the Rūnanga monthly newsletter)

Signing up for Zoom

1. You will need a computer, tablet or phone with internet access
2. Download the FREE meeting software, Zoom (<https://zoom.us/>) prior to the day so you can fill in your name. You will need:
 - a. a valid email address; and
 - b. allow Zoom to have access to your device's camera and microphone.

Pre-register by midday 3 December 2021

Pre-registration will enable you to easily access the AGM on the day without delay. To pre-register before 1200hrs / 12pm - noon on 3 December go to <https://tinyurl.com/84texr2k> and complete the form. We will notify you at the email address you provide, that your pre-registration has been received, and whether we need additional information to complete the process.

If you would like to attend the AGM but are not yet a registered member of the Rūnanga, you can register at <https://ngapuhi.iwi.nz/registration/> and then pre-register for the AGM at <https://tinyurl.com/84texr2k>

Prior to the AGM

1. Make sure you have downloaded the Zoom App and have filled in your display name as you would like it to appear on screen. This can be done in Settings / Profile in Zoom
2. If you intend to watch the livestream, make sure you can access our Facebook page: <https://www.facebook.com/ngapuhirunanga/> before the AGM.

Logging in to the AGM on the day

1. Registered members who have pre-registered their attendance can log in to the Zoom platform from 0930 hrs / 9:30am. Your entry will be verified before admission into the AGM.
2. Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi AGM will be live streamed at: <https://www.facebook.com/ngapuhirunanga/>

The AGM will be recorded for the purposes of minutes. The electronic record of the AGM remains the property of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi.



Virtual AGM Tikanga

Please remain muted throughout the meeting.

Remember to remove background distractions.

Voting, motion/seconding:

- ▶ A quorum of 50 adult registered members is required before voting can commence.
- ▶ Registration will be tracked to ensure a quorum is established.
- ▶ *You will need to be a registered adult member (18 years and over) of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi to take part in the voting process.*
- ▶ The online voting function will open once Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi AGM goes live, at 11:00hrs (11:00am) New Zealand daylight savings time on Saturday 4 December 2021.
- ▶ The voting function will begin and close on the instruction of the Chairman.
- ▶ Each resolution to be voted on is listed in order and you can use the 'raise your hand' feature to vote.
- ▶ This will be used for the motion / second actions for passing of the Financial Report and any other items.
- ▶ Results of any voting will be made available on our platforms on Tuesday 7 December.

[Update re. voting feature: we will be using the Zoom polling feature rather than a 'raise your hand' feature. Polling will commence and conclude at the instruction of the Chair.]

Questions for the AGM

- ▶ We encourage you to submit questions relating to the 2021 Annual Report in advance of the meeting by emailing the Board Secretary board.secretary@ngapuhi.org
- ▶ The 2021 Annual report can be found here:
<https://ngapuhi.iwi.nz/wp-content/uploads/2021/11/Ngapuhi-Annual-Report-2021.pdf>
- ▶ Once in the Zoom AGM, you can submit your questions either via the chat box at the right hand side of the page. Only you and our moderator will be able to view your questions submitted.
- ▶ During the course of the meeting, we will address as many of the more frequently raised relevant questions as possible.
- ▶ We may not get an opportunity to address all questions on the day, but responses to ALL questions will be uploaded to our website within a week of the AGM.
- ▶ If you have any technical issues during the AGM please contact Marae Tech via AGM TechSupport via the Zoom Chat section, or for any other queries that may arise please contact AGM Kaiāwhina, also in the Zoom Chat section.