

NOTICE OF THE 2017 ANNUAL GENERAL MEETING

Notice is hereby given that the 2017 Annual General Meeting of members of the New Zealand China Trade Association Inc. will be held:

**At: The Northern Club, Wintergarden Room
19 Princes Street, Auckland**

On: Wednesday 15 November, 2017

At: 12.00 Noon

All financial members are entitled to attend and vote at the meeting. A member may appoint another person (who may not be a member) as a proxy to attend and vote on their behalf.

We encourage you to appoint the Chairman or another proxy if you cannot attend.

Accompanying this notice are the following papers:

- Agenda
- Proxy Form
- Minutes of the 2016 AGM
- Nomination Form
- Registration Link

Copies of the Annual Accounts will be available to members at the AGM.

The AGM will be followed at 12.30 p.m. by a luncheon with our Guest Speaker, Adrian Littlewood of Auckland Airport. Register below for the AGM and lunch:

<http://events.nzcta.co.nz/products/115/nzcta-agm-2017>

You may register for the luncheon only (12:30pm start) should you wish to do so by using the link above.

Adrian Littlewood: Chief Executive, Auckland Airport: Adrian joined Auckland Airport in 2009 and has been the Chief Executive since 2012. Prior to his appointment as Chief Executive, Adrian was the company's General Manager of Retail and Commercial. Earlier in his professional career, Adrian worked in strategy, product and marketing management roles at Telecom New Zealand, was a management consultant in the United Kingdom and worked as a corporate lawyer for Bell Gully in New Zealand and Baker & McKenzie in the United Kingdom.

Adrian is currently the New Zealand Chair of the Australia New Zealand Leadership Forum, focusing on bilateral policy development that enhances business and trade between the two countries. Adrian is also a member of the Executive Committee of the New Zealand Airports Association, a Director of the New Zealand tourism industry peak group, Tourism Industry Aotearoa, and a former Director of North Queensland Airports Limited in Australia.

Adrian holds a BA/LLB from University of Auckland and he attended the 2012 Stanford Executive Programme at Stanford University.

New Zealand China Trade Association Inc

PO Box 106445, Auckland City, Auckland 1143, New Zealand

P: 09 307 8812 F: 09 307 8808

E: director@nzcta.co.nz W: www.nzcta.co.nz

ANNUAL GENERAL MEETING

AGENDA

Time: 12.00pm Wednesday 15 November 2017

Venue: The Northern Club, Wintergarden Room, 19 Princes Street, Auckland

ORDER OF BUSINESS

1. Welcome
2. Apologies
3. Proxies
4. Confirmation of Minutes of last AGM 2 December 2016 and Matters Arising
5. Chairman's Report
6. Adoption of Annual Accounts
7. Election of Officers
8. General Business

The Meeting will be followed by Lunch with Martin Thomson (NZCTA Chairman) & Adrian Littlewood (Auckland Airport) at 12:30pm.



PROXY

The Chairman
New Zealand China Trade Association Inc.
PO Box 106445, Auckland City
AUCKLAND 1143

I/We

Of

being a fully subscribed financial member of New Zealand China Trade Association Inc hereby appoint:

(Name)

As my/our proxy to vote on my/our behalf at the Annual General Meeting of the NZCTA to be held at The Northern Club, 19 Princess St, Auckland on 15 November 2017 commencing at 12.00pm and at any adjournment thereof, on any resolution (or any amendment thereto).

Unless otherwise instructed, the proxy will vote as he or she thinks fit.

Note:

The Chairman of the Meeting is prepared to act as a proxy for any members. If no proxy is specified I/we authorise the Chairman of the Meeting to act as my/our proxy.

SIGNED this..... day of..... 2017 Signature

Please submit this form by **Friday 10 November 2017** to:

The Director

NZCTA

Email: david.wishart@nzcta.co.nz

Mail: **PO Box 106445, Auckland City, Auckland 1143**

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Minutes of the NZCTA ANNUAL GENERAL MEETING

Held at the NORTHERN CLUB on Friday 2nd December 2016, Commencing at 12:00 Noon

1. Welcome:

Chairman Martin Thomson welcomed all members and guests to the 35th Annual General Meeting and declared a quorum was present.

2. Apologies:

The apologies as recorded were received and accepted.
(**Moved** Don Graham | **Seconded** Carol Cheng – Carried)
There were no matters rising from the minutes.

3. Proxies:

No proxies had been received.

4. Minutes of Last Meeting:

Minutes of the previous meeting held 18th November 2015 as circulated were received and accepted.
(**Moved** Angela Meng-Yee | **Seconded** Clarke Schaumann – Carried)
There were no matters rising from the minutes.

5. Chairman's Report:

Chairman Martin Thomson read his annual report, noting that the this past year had been a busy year with a number of events; A number of delegations continued to come; Inbound investment was at an interesting point; Working on events for 2016; Coordinating with NZCC & Special Thanks to – Pat English & Stephen Jacobi.
The Report was received and accepted.
(**Moved** Don Graham | **Seconded** Stephen Jacobi – Carried)

6. Annual Accounts:

The Associations Financial Accounts for the Year Ended 30 September 2016 had been circulated at the Meeting. There being no comment the accounts were received and approved.
(**Moved** Carol Cheng | **Seconded** Angela Meng-Yee – Carried)

7. Election of Officers:

Chairman: Martin Thomson, having been elected for two years at the 2014 AGM, finishes his first term as Chairman and stands again for Chairman for the 2016-18 period. Given there were no additional nominations & with the full unanimous support of the NZCTA Executive Committee, Martin Thomson was appointed as Chairman for a further 2 years.

Honorary Life Members: Rob Jeffery and Stuart Ferguson remain as Honorary Life Members.

Executive: The following Executive members, having been elected or appointed for a two year term in 2015 will remain on the 12 person elected Executive for their second year:

Richard Fyers, Jonathan Watt, Luke Qin, David Robb & Don Graham (5)

Under the Rules of the Association, "A maximum of **twelve (12)** fully subscribed members, excluding the Immediate Past Chairperson, may be elected to the Executive Committee.

Based on the current scenario, **seven (7)** vacancies are up for election at this AGM.

The following Executive Committee members have served a two year term and are standing for election or re-election:

The following **SEVEN (7)** candidates have made themselves available for **nomination**:

Angela Meng-Yee, Carol Cheng, Jonathan Chen, Nick Aubrey, Vallen Han, Yan Zhang* & Jim Poppelwell place themselves up for election **(7)**

Given that there are an equal number of nominees for the available positions, no vote is required this year. Therefore we would like to welcome those 7 candidates onto the Executive for the next 2 years.

The following Executive Committee members are standing down:

Ally Cui & Clarke Schaumann (2)

*NB: The Executive may co-opt additional eligible persons to its membership at any time between Annual General Meetings, providing that at no time shall the number of co-opted members exceed **five (5)**.*

The following Executive Committee members were co-opted since the last AGM until this AGM:

Michelle MacWilliam, Pat English, Yan Zhang* (3)

Ex officio Members:

Matt Dalzell represents **MFAT** as an ex officio member; **Mike Arand** represents **NZTE** with **Jane Liu** as an alternative to Mike; **Stephen Jacobi** represents **New Zealand China Council (NZCC)**.

The **NZCTA Young Associates** has nominated **Kevin Wei** (YA Chairman).

The **Deputy Chair** and **Honorary Treasurer** are appointed by the incoming committee.

8. General Business:

There were no items of general business

The AGM was declared closed at 12:35pm.

Signed as a true & correct record:

.....
Chairman

Date:

**Annual General Meeting - 15 NOVEMBER 2017:
ITEM 7 - ELECTION OF OFFICERS**

The following is the situation with respect to the Executive to be elected at the AGM on 15 November 2017.

Chairman:

Martin Thomson, having been elected for two years at the previous AGM, stands for his second term as Chairman for the 2017-18 term ending at the 2018 AGM.

Executive:

The following Executive members, having been elected or appointed for a two year term in 2016 will remain on the 12 person elected Executive for their second year:

Angela Meng-Yee, Carol Cheng, Jonathan Chen, Nick Aubrey, Vallen Han, Yan Zhang & Jim Poppelwell (7)

Under the Rules of the Association, "A maximum of **twelve (12)** fully subscribed members, excluding the Immediate Past Chairperson, may be elected to the Executive Committee.

Based on the current scenario, **five (5)** vacancies are up for election at this AGM.

The following Executive Committee members have served a two year term and are either standing for re-election or retiring from the Committee:

Richard Fyers, Jonathan Watt, Luke Qin, David Robb & Don Graham (5)

If a vote is necessary, it will be held at the AGM to select the persons to fill the vacancies on the executive committee. Only 1 representative per corporate member is permitted to vote.

If you wish to stand for the Executive Committee, please complete the form on the next page & return by **Wednesday 8th November 2017.**

*NB: The Executive may co-opt additional eligible persons to its membership at any time between Annual General Meetings, providing that at no time shall the number of co-opted members exceed **five (5)**.*

The following Executive Committee members were co-opted since the last AGM until this AGM:

Michelle MacWilliam, (1)

Ex officio Members:

Mike Arand represents **NZTE** with **Jane Liu** as an alternative to Mike; **Stephen Jacobi** represents **New Zealand China Council (NZCC)** with **Jane Yang** as an alternative to Stephen.

Charles Boulton represents **Ministry of Foreign Affairs (MFAT)**.

The **NZCTA Young Associates** has nominated **Cindy Yuan & Chumin Yu** as their co-representatives.

The **Deputy Chair** and **Honorary Treasurer** are appointed by the incoming committee.

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**NOMINATION TO STAND FOR MEMBERSHIP
OF THE NZCTA EXECUTIVE COMMITTEE**

I, being a fully subscribed member of the Association, hereby put my name forward for election to the NZCTA Executive Committee for the years 2017/2018 and 2018/2019.

Name:

Position:

Company:

Address:

Email:

Phone: (Business) (Mobile) (Home)

Signed: **Date:**

I have been **nominated by NZCTA member:**

Signed: **Date:**

I have been **seconded by NZCTA member:**

Signed: **Date:**

NB: Please supply a short biography of no more than 200 words and attach this along with a passport style photo to the nomination form for forwarding to members to help their voting choice.

Mail or email this form to the Director by Wednesday 8th November 2017 to:

**Post: New Zealand China Trade Association Inc.
PO Box 106445, Auckland City
AUCKLAND 1143**

Email: director@nzcta.co.nz