

**NEW ZEALAND SOCIETY OF NOTARIES INCORPORATED
COUNCIL MEETING**

Monday 20 February 2023
Wellington Club
88 The Terrace, Wellington
at 3.00pm

MINUTES

Present: Stewart Germann, Bruce Stewart, Allen Mazengarb, Don Thomas, Mike Scannell, Julie Hutton and Tracey Merlini (minutes)

Stewart Germann, Chair, opened the meeting at 3.09pm. He welcomed all to the meeting and noted Ken Lord's late apology due to him having to return to Christchurch for an urgent matter. Stewart also wished to acknowledge Don Thomas QSM on the New Year Honours List. Congratulations to Don on this honour.

1. **Apologies:** Ken Lord

2. **Previous Minutes:**

Minutes of the previous Zoom meeting on 14 December 2022 were reviewed and approved.

Moved: Bruce Stewart

Seconded: Julie Hutton

3. Minutes of the full Council meeting on 14 November 2022 were reviewed and presented for action points. It was noted that they had been approved as a true and correct record at the December meeting.

4. **Matters arising from previous meeting**

(a) **ANZCN Masterclass:** A masterclass was held on 25 November by the Australian and New Zealand College of Notaries at the Hilton Hotel in Auckland. Ken Lord and Don Thomas spoke and Julie Hutton attended. A low attendance was noted and the general opinion was the content was average. It was agreed any future masterclass should include guidelines and input from the NZ Society.

(b) **Subs:** Tracey confirmed that reminders for the 2022/2023 subscription had been sent out in January.

(c) **Notarial Code:** Bruce confirmed that he had reviewed the Notarial Code and this matter was on the agenda for further discussion later in the meeting.

(d) **Website:** Don advised a meeting had not yet been held with Law2Web but there had been an improvement in the service from them. It remained a work in progress.

- (e) **P&I Insurance:** As Ken was not present at the meeting it was not apparent if he had any further discussions with the Queensland Society about a joint scheme. Ken was to find out about their scheme.
- (f) **Rules:** Prior to the meeting Ken sent an email to Council advising that he had reviewed the Rules and in his opinion the Rules were sound and ought not to be meddled with.

Action: Tracey will follow up with Ken as to where he got with discussion with the Queensland Society.

5. **Applications:**

There were no new applications to review however Tracey noted that there were some in the pipeline and Council could expect to review new applications at the March meeting. Julie enquired of the progress of the current Christchurch application as Christchurch notaries were very busy and the region could do with more.

Action: Tracey to check and get back to Julie on the status of the Christchurch applicant.

6. **Resignations:**

Jon Olphert had written to the Secretary recently advising that he was retiring from his duties of a Notary Public having just turned 75. Tracey had accordingly, removed him from the Society's register and advised the DIA.

Council wished to be reminded of other recent resignations as the membership numbers had declined. Current listings on the Society's website were 184. Details of the 10 members who had resigned were obtained from the December meeting agenda and it was agreed that Stewart would give [REDACTED] a ring to establish why he was not renewing his membership. All other notaries had resigned as they were either fully retired and enjoying retirement or were no longer available due to poor health.

7. **Finance**

- (a) Details of the bank accounts were presented as follows:

Society Account	\$9,937.14
Savings On call	\$3,196.31
Term Deposit 72	\$42,000.00
Term Deposit 75	\$30,000.00
Net Balance:	\$85,133.45

Tracey had not brought the details of term deposit maturity or interest rate to the meeting and advised she would obtain that information and forward to Council on her return to the office.

- (b) Ten members were on the debtors list for non-payment of 2022/2023 subscriptions. As Tracey had sent personally addressed reminders in January it was agreed Council would follow up members with a personal phone call to see if that would produce some results.

Action: Tracey to bring details of term deposits to the next meeting in March.

Action: Tracey to put Associate membership on agenda for the March meeting

8. Education and Training

- **Notarial code:** Bruce advised that he had reviewed the notarial code. He thought there was no point changing the code. Common sense prevailed in most instances. As long as the notary was conducting a sufficient and readable act with the date and place on their certificate.
- **Two-weekly notarial practice note:** It was agreed that the recent communication from DIA which was passed on to members would be sufficient reminder of what DIA require. A two-weekly notarial practice note was suggested and it was agreed this would be a great idea. It was agreed this would be more effective than a video of common errors.

Action: Julie to undertake fortnightly notice for members for Tracey to send out.

- **The Rules:** As covered in the matters arising above, Ken had reviewed the Rules and deemed it was not necessary to make any amendments.

9. Website

It was agreed the website does its job admirably. Analytics reports were still not being received, possibly due to the migration to a new platform.

Action: Tracey agreed to follow up with Law2Web.

10. DIA

It seems that the DIA are now caught up with their delays and now operating at 7 working days. Danielle Gibson was now the liaison person for the Society at the Authentications Unit and second in charge.

11. ANZCN – Conference at the Hague

The Hague conference was taking place Thursday 12 to Saturday 14 October 2023. Registrations were opening soon and conference programme also coming soon. Don Thomas advised he would be attending.

12. **C.L.A.N. update**

Stewart advised he would be travelling to Dublin on 31 March for a one-day meeting. All of the directors of C.L.A.N. were attending and also Justin Betar from ANZCN who C.L.A.N were keen to have on the Board of directors.

13. **General Business**

- **P&I Insurance:** It was agreed that none of the three insurance companies approached had any real interest in a group scheme for notaries who were not covered by their firms as it would be too small a scheme. The best the Council could come up with would be to encourage individual schemes and Julie agreed to arrange for an individual quote from AON and Bruce also would contact his broker again to see what could be obtained via Justicia.

Action: Bruce and Julie to obtain individual quotes.

14. **Further Business**

- **Secretary's fee:** It was to be recorded that the Secretary's monthly fee increase to \$1400 + GST became effective in November 2022. She was also paid a bonus of \$200 as agreed by the Directors at their November meeting.
- **Japan 2024:** Mike and Ken had been discussing a conference in Japan to be run by the NZ Society. Tracey was asked to put this on the agenda for further discussion when Ken was present.

Action: Tracey to put Japan on the next agenda.

15. **2023 Meetings**

- 2023 meetings would take place on the 2nd Wednesday of each month at 9.30am.
- It was agreed the Annual General Meeting and followed by the next in person Council meeting would take place in Christchurch on Friday 25 August 2023. It was agreed the Council preferred the venue to be the Christchurch Club rather than the Canterbury Club.

There being no further business the Chair drew the meeting to a close at 5.08pm.

Next meeting: Via Zoom on 8 March 2022 at 9.30am. Bruce asked for his apologies to be noted for this meeting.

AGM: 25 August 2023, Christchurch Club.