

**NEW ZEALAND SOCIETY OF NOTARIES INCORPORATED**  
**MINUTES OF THE EIGHTH ANNUAL GENERAL MEETING**

**held at the offices of Julie Hutton, Notary Public**  
**27 Queens Avenue, Merivale, Christchurch**  
**on Friday 30 August 2019 at 1pm**

The meeting was opened by the President at 1.04pm. He welcomed all to the meeting and expressed his thanks on behalf of Council to Julie Hutton for hosting the AGM and the luncheon provided beforehand. The President gave thanks to all the Christchurch notaries for attending and a special note of thanks to Sandie Robinson of Hamilton for travelling from Hamilton to attend.

**Present:**

Stewart Germann (Chair), Julie Hutton, Allen Mazengarb, Mike Scannell, Bruce Stewart, Don Thomas; Sue Ironside; Murray Weakley; Oscar Alpers; Sandie Robinson; Jane Montgomery; Amelia Simpson; Ben Tohill, Phillip Redmond; and Tony Herring.

Tracey Merlini (minutes)

1       **Apologies**

The list of apologies (**appended**) was made available for those present. There were no further apologies from the floor.

2       **Health and Safety**

It was noted that Health and Safety was missing from the agenda but nonetheless the exit doors were noted.

3       **Minutes of 2018 AGM**

The minutes of the 2018 AGM were made available for members to review. It was noted the 2018 AGM was held in Wellington not Auckland. Subject to that amendment being made to the previous AGM minutes the President moved that the 2018 AGM minutes be accepted.

Moved:           Stewart Germann

Seconded:       Allen Mazengarb

**Carried**

4       **Matters arising from the minutes**

There were no matters arising from the previous minutes.

5       **Adoption of President's Report**

The President reviewed his annual report to the Society and summarised the main points therein. He noted there were 5 new notaries this year.

The Code of Notarial Practice was adopted at the last AGM on 27 August last year. The President encouraged members to advise Council of any errors or comments they may have in relation to the Code.

It was noted there were no debtors.

The President noted that Tony Herring was now conducting tutorials in the South Island.

The new website was functioning well. The *Find a Notary* tab was a good feature. Recent analytic reports showed good results for public looking for notaries.

It was noted the forum was not being used. The forum has been provided for members' use and discussion took place regarding encouraging members to use it. It was agreed a general reminder should go out to all notaries reminding them of the forum and it being a good means of communication. Members should also be reminded that they need to *opt in* to receive notifications

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of postings on the forum or otherwise log-in to the forum on a regular basis to see what activity there has been. It was agreed it was not appropriate to discuss fees on the forum.

The President moved that the President's report for 2019 be accepted.

Moved: Stewart Germann

Seconded: Bruce Stewart

**Carried**

## 6 **Annual accounts for the period 1 April 2018 to 31 March 2019**

The President advised that the annual accounts had been prepared by Owen Williams, Chartered Accountant. He noted expenses were higher this year compared to the previous year due to the function held in Auckland for retiring Council members, Richard Wilson, Murray Weakley and John Hackett and the cost of the new website. The accounts showed an approximate \$12,000 deficit for the year.

No questions having been raised, the President asked that the financial records for the period 1 April 2018 to 31 March 2019 be approved.

Moved: Stewart Germann

Seconded: Allen Mazengarb

**Carried**

## 7 **Election of Council**

The President advised that six nominations were received for Council representation this year from:

1. Stewart Germann of Auckland
2. Don Thomas of Auckland
3. Allen Mazengarb of New Plymouth
4. Bruce Stewart of Palmerston North
5. Michael Scannell of Wellington
6. Julie Hutton of Christchurch

As no ballot was required the above nominations will form Council for the 2019/2020 year. The President confirmed that Council had co-opted Ken Lord of Christchurch to assist with representation in the South Island.

The offices of President, Vice President, and Treasurer will be subject to election of those roles at the Council meeting to be held after the AGM.

## 8 **General Business**

The President opened the meeting for any items of general business.

### (a) **Ongoing training and education**

Discussion took place around the need for regular ongoing training and education. While the tutorial conducted during the application process is useful, it was acknowledged new notaries still had a lot to learn. Regional get-togethers were discussed in an informal setting and was encouraged amongst different regions.

Council advised there is now a limited selection of precedents available on the Society's website and members can log in, to access a modern/plain English or traditional version of each precedent. Council asked that notaries send precedents through for review by the Precedents Sub-committee with a view to inclusion on the website. Notaries should also let Council know what they want to see on the precedents list.

Council advised they are also working on webinars or other forms of continuing education and have been holding discussions with Internal Affairs and NZLS. There will be more information on continuing education in the near future.

Council suggested another very good forum for notaries would be to attend the biennial conferences which are held by the Australian and New Zealand College of Notaries. The last conference was held in Singapore and next year's one will be at The Hague.

(b) **Chinese Embassy**

Discussion took place around difficulties experienced at the Chinese Embassy. It was requested that Council communicate with the Chinese Embassy to establish some guidelines around the procedure required and circulate to notaries.

(c) **Use of ribbon and seals**

Discussion took place regarding the use of ribbons and seals. Stamps Plus [www.stampsplus.co.nz](http://www.stampsplus.co.nz) in Taupo are a recommended source for seals and ribbon can be sourced from Spotlight.

(d) **Restricting numbers of notaries certain regions**

Council advised that they undertake a screening of all new applicants as to their suitability as a notary public but did not wish to prevent notaries from applying if they met the criteria given the number of aged notaries in practice and their possible retirement in conjunction with the length of time involved in the application process.

There being no further business, the President wished to thank Julie Hutton once again on behalf of the Society for hosting the Annual General Meeting and providing lunch.

The meeting closed at 1.52pm.

Signed as a true and correct record this                      day of                      2020.

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President

**Apologies:**

Philip	Allen
Peter	Attewell
Julie	Ballance
Paul	Barnett
Dennis	Brown
Warwick	Cambridge
Bruce	Dell
Roger	Donnell
Nicolene	Du Toit
Bob	Eades
Paul	Gallagher
John	Hackett
Colin	Hadley
Grant	Harris
Chris	Hart
Terry	Hibbitt
Sian	Holden
Barrie	Hopkins
Richard	Howie
Jeremy	Hucker
Tony	Ivanson
Kathy	James
Peter	Jones
Robert	Keam
Jayne	Kirton
Katie	Lane
Ken	Lord
Greg	Lynch
Errol	Macdonald
Simon	Makgill
Fiona	Mathieson
Jeffrey	McCall
John	McIntosh
Simon	Milne
Chris	Moore
Evan	Moore
Jon	Olphert
Brian	Palliser
Garry	Pollak
Chris	Rickit
David	Short
Anand	Singh
William	Spring
David	Stone
Graeme	Todd
Werner	Van Harselaar
Bruce	Wagg
Phillip	Wong
Richard	Wilson