

**NEW ZEALAND SOCIETY OF NOTARIES INCORPORATED**

**COUNCIL MEETING**

**Monday, 7 September 2020 at 1.20pm  
held by Zoom**

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**MINUTES**

**Present:** Stewart Germann; Allen Mazengarb, Don Thomas, Bruce Stewart, Julie Hutton, Mike Scannell, Ken Lord and Tracey Merlini (Minutes)

Stewart Germann, as Chair, opened the meeting at 1.20pm.

1. **Officers of Council:** It was unanimously agreed that the roles of officers would continue as they currently stood.

2. **Minutes of previous meetings:**

**24 February 2020 F2F Council meeting minutes**

Moved as a true and correct record: Stewart Germann

Seconded: Allen Mazengarb

Carried

**12 August 2020 Council minutes**

Moved as a true and correct record: Allen Mazengarb

Seconded: Bruce Stewart

Carried

3. **Matters arising from Minutes**

The Chair reviewed the action points from the previous minutes.

- Tracey had been in touch with DIA regarding their records of notaries. It had been noted that their records were well out of date and it appeared they had not been removing any notaries as they passed away.

**Action:** Tracey to follow up with DIA regarding updating their database and reconciliation with the Society's records.

- Educational videos were uploaded but not yet available for all to view. There were just a few little edits required. Once live Stewart requested a note to be sent to all notaries. It was agreed a strong message to notaries to take advantage of the forum, precedents and educational videos as these facilities had been requested by members and Council had gone to great lengths to provide and they were receiving very little use.

**Action:** Julie to give some thought to the message to notaries to be sent once videos live.

- It was agreed to align the annual despatch of the complaints register to the Master after the AGM each year.

**Action:** Tracey will send Bruce the list and the status of each complaint for his review.

- Council gave consideration to holding the AGM via Zoom in future. It was agreed in person and a Zoom link as an alternative would be the best option. It would give notaries from regional areas a chance to participate. It was agreed a change to the Rules would be required.

**Action:** Ken and Allen to give careful consideration to the revision of the rules to allow members to join by Zoom.

4. **Notarial applications:**

- George Guo, Hamilton

Council reviewed the application sent from George Guo of Hamilton. It was agreed further due diligence of past employment and verification of complaints disclosed was required.

**Action:** Stewart to follow up his former employers Clyde Law and Ben Liu for character reference

**Action:** Tracey would contact the NZLS to verify that complaints are resolved and no further complaints outstanding.

Tracey reported for Council's information that she had sent the new application form to seven other applicants however she had not received them back yet.

5. **Finance**

(a) **Latest statements as at 2/9/20**

Society Cheque	\$6,189.77
Fastsaver	\$2,187.89
Commercial Term Deposit (matures March 2020)	\$22,000.00

Balance of accounts was noted.

**Action:** Tracey to send out subscription invoices to members for \$200 this month.

(b) **Debtors**

Debtors report was reviewed. Tracey advised that of the four notaries on the list one had since paid; and she was unable to get any response from the others. Discussion took place about the necessity to revise the rules in relation to removing members automatically after 2 years arrears. For these instances, the notaries were only one year in arrears.

**Action:** Don offered to follow up all three notaries.

6. **Affidavit of Life/Nadine Amelia Inia**

All correspondence from Nadine Amelia was presented to Council for their consideration and discussion took place on the best way to deal with the insistence that this person's Affidavit of Life be notarised. Discussion took place on whether to refer the issue to the Master. It was agreed Ken would map out a short statement and in the meantime Stewart would reply to Nadine that the Council were reviewing the issue and would come back to her and that she could expect this to take some time.

**Action:** Stewart to write to Nadine.

**Action:** Ken to draft a short statement and review a copy of the document which is the subject of the matter.

7. **C.L.A.N**

Minutes of last meeting of the Common Law Association of Notaries was submitted for Council's information. Stewart advised that a further issue of *Notary World* would be issued soon.

8. **Website, Education and Training**

This item was mostly covered earlier in the Matters arising from previous Minutes. In addition, it was reported that analytics revealed the website to have a consistent level

of usage. Once webinars were live Council should ask for feedback. It was suggested further education should be undertaken every 10 years in the form of self-certification. This was a matter for further discussion. It was agreed all should be reminded to re-read the Code of Notarial Practice.

## 9. **General Business**

### (a) **Notaries who are not members**

It was agreed to defer this matter until the October meeting at which stage the Society and DIA's database should be reconciled and Council will have a better understanding of the correct position.

### (b) **Rubber Stamps**

Council had received communication from a notary advising a number of notaries, often those recently appointed, use a rubber stamp to affix their seal. Stewart had responded that a notarial press must be used and the rubber stamp used in addition. It was agreed that high standards need to be promoted and maintained and members should be encouraged to refer to the Code of Notarial Practice.

### (c) **Precedent admission documents from Faculty Office**

Council had received a revised set of precedent admission documents from the Faculty Office in July. It was noted that no feedback or response to the Faculty Office was required however Council considered more thought needed to be given to the requirement therein for current PI insurance. Council wished to consider the documents and whether to draft a note to the Master regarding same. Consideration was given as to whether current PI insurance disclaimer should be added to the new application form. It was agreed to postpone publication of the precedent admission documents for further discussion at the next meeting in October. Meantime, Bruce would look into PI insurance requirements for sole notaries.

**Action:** Bruce to look into PI insurance for sole notaries.

### (d) **Cancelled flights for Auckland AGM**

It was agreed credits for cancelled flights to be held by relevant Councillors for use at a further date.

### (e) **How to bind a large document**

Julie had undertaken a photographic step-by-step procedure for binding a large document. It was agreed she should publish the procedure on the forum.

**Action:** Julie to post document on forum.

### (f) **Law2Web website developers**

Don advised that he and Tracey were meeting with the website developers next week and Council should let him know if there were any matters they wanted raised.

## 10. **Next meetings**

- (a) Monthly Zoom meeting on 14 October 2020
- (b) Six-monthly meeting also by Zoom on 22<sup>nd</sup> February 2021
- (c) AGM to be held on 6 September 2021, venue to be confirmed.

There being no further business, the meeting closed at 3.08 pm.