

NEW ZEALAND SOCIETY OF NOTARIES INCORPORATED

COUNCIL MEETING

Monday, 24 February 2020 at 1.00pm
held at the office of
Simpson Grierson, HSBC Tower, 195 Lambton Quay, Wellington

MINUTES

Present: Stewart Germann; Allen Mazengarb, Don Thomas, Bruce Stewart, Julie Hutton, Mike Scannell, Ken Lord and Tracey Merlini (Minutes)
John Hanning (attended lunch and remained for the meeting)

Stewart Germann, as Chair, opened the meeting at 12.46pm and welcomed all to the meeting. He gave thanks to Mike Scannell and Simpson Grierson for providing lunch. He also welcomed John Hanning as a guest to the meeting.

Stewart asked that all present stand for a few moments silence in memory of Wayne Chapman, Wellington Notary who recently passed away. It should be noted that Wayne's wife and family have been sent a letter of condolence from the Society.

1. **Apologies:** None. All were present.

2. **Health and Safety:**
Exit points were advised by Mike in the event of an emergency.

3. **Minutes of previous meetings:**

30 August 2019 Council meeting minutes

Moved as a true and correct record: Stewart Germann
Seconded: Allen Mazengarb
Carried

30 August 2019 AGM minutes

Moved as a true and correct record: Bruce Stewart
Seconded: Allen Mazengarb
Carried

Council meeting 13 November 2019

By Skype

Moved as a true and correct record: Stewart Germann
Seconded: Ken Lord
Carried

4. **Matters arising from Minutes**

The Chair reviewed the actions points from the previous minutes.

Tracey advised that she had obtained a printout of the DIA's notary database. She advised that she had undertaken a reconciliation with the Society's records and it appeared that the DIA's database was out of date. Tracey had identified 56 notaries on the DIA's list who were not current members of the Society. Many of these included notaries she knew to be deceased or fully retired from law and notarial practice. There were three current notaries missing from the DIA list. It was agreed Tracey would liaise with the DIA and work with them to establish which notaries are on their list who are not members and who are not deceased or fully retired.

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

5. **Notarial applications:**

- Puhan Zheng of Silverdale, Auckland.
Council reviewed the email sent from Puhan Zheng of Silverdale in December 2019 and although it appears she meets the criteria set down by the Society in terms of experience, Council would like more information on her legal background and to see her full CV.

Action: Tracey to write to Puhan Zheng and ask her to send in her full CV for Council to consider at their next meeting in April.

6. **Finance**

(a) **Latest statements as at 16/2/20**

Society Cheque	\$14,621.61
Fastsaver	\$1,912.26
Commercial Term Deposit (matures March 2020)	\$22,000.00

(b) **Debtors**

Debtors report was reviewed. Tracey advised that the notaries for the five outstanding unpaid subs had been contacted three times with no response. Two notaries have out of date email addresses.

Action: Tracey to follow up by phone or letter with the notaries whose email addresses are out of date. Council members, Ken and Bruce, will follow up with the other three notaries who have not responded to reminder emails. Tracey to forward details to Ken and Bruce for them to follow up.

(c) **Budget**

Council gave consideration to the draft budget which Allen undertook late last year. The budget for 2020 showed a potential deficit and it was recommended a substantial increase in the annual membership was necessary.

It was moved that the budget be adopted: Allen Mazengarb
Seconded: Julie Hutton
Carried

It was moved that an increase in the annual subscription to \$200 be taken to members at the upcoming AGM in August.

Moved: Allen Mazengarb
Seconded: Bruce Stewart
Carried

(d) **Financial protocols**

Discussion took place around the current process for approving expenditure. Council were satisfied that all expenditure was approved at Council meetings, either the face to face or Skype meetings.

It was moved that the President be given discretionary expenditure up to \$500 without the need to wait until the Council meeting.

Moved: Bruce Stewart
Seconded: Allen Mazengarb

7. **Website**

a. **Webinars**

Mike advised that he, Bruce and Julie had recorded five videos for the website which, it is proposed, will supersede the need for webinars. Mike had spent a considerable amount of time working on the first video which is now compressed and published and ready to be released to a secure forum. Council viewed the video.

Action: Mike will continue to edit the remaining four with a view to having them ready to be published together, in time for the next Council meeting and AGM in September.

Action: Julie will write a brief note to accommodate the videos to publish on a proposed "Training" tab within the *For Notaries* area of the website.

The President gave thanks to Bruce and Julie for their time and effort taken in filming and a special thanks to Mike for the enormous amount of his time in editing.

b. Forum

Council noted the forum was not receiving much use. Law2Web had reported that the default on the forum was for the user *not* to receive notifications of forum postings and it would be necessary for each user to choose to opt in. It was agreed to send an email to all notaries encouraging them to use the forum and *opt-in* for notifications in order to be aware of postings on the forum.

Action: Don to draft an email to be sent to all notaries.

c. Analytics

Analytics are stable and continue to be monitored by Mike and Don.

8. Education and Training

No further progress. Six precedents are currently available on the website.

9. Complaints Register

Bruce advised there was one matter outstanding on the complaints register. A decision had been made without further comment being sought from the notary. Bruce advised he would follow up with that notary promptly. Bruce will ask the notary to provide the name of the expert witness for evidence.

The Master had requested a register of complaints be provided to him at the end of each year. Tracey agreed to draft a simple spreadsheet detailing the Notary who the complaint has been lodged against, the date and the outcome/finding of Council.

Action: Bruce to follow up with the notary who is the subject of the unresolved complaint.

Action: Tracey to forward details of all complaints to Bruce for approval before sending to the Master.

10. Skype signings/Remote notaries

Don advised no further action has been taken on this and it should be taken off the agenda.

11. ANZCN

It was noted that Ken Lord and Stewart Germann had been appointed NZ Governors.

Stewart outlined the details of the Masterclass which the College was holding in Auckland on Friday 3 April. He was expecting 50+ attendees.

Stewart proposed the NZ Society host a dinner at the Pullman on the evening after the Masterclass and proposed the Society promote the dinner. Stewart was looking for a speaker for the dinner. It was proposed the Society charge \$150pp for the dinner. The cost of the room hire for Top of the Town was a special of \$1500 and the College had agreed to pay half the cost of the room hire and Stewart sought the approval of Council for the Society to pay the other half. Approval was given to proceed.

A College Board meeting was scheduled for Saturday 4 April and Council representatives were invited to join this meeting with dinner to follow.

