

**THE NEW ZEALAND ASSOCIATION OF REGISTERED BEAUTY THERAPISTS INC.
MINUTES OF ANNUAL GENERAL MEETING
ON 11th October 2015**

The 2015 Annual General Meeting was held at the Sorrento in the Park, Auckland and commenced at 10.00am.

PRESENT:

Mesdames: J. West, J. Martin, K. Larsen, C. Bews, N. Gee, M. Hale, T. Frost, K. Perrett, L. Davis, D. Hawkins, S. Manning, M. Woodyard, N. Romeril, R. Bedwell, D. Smith, L. Scher, J. Kakebeeke, E. Cumming, B. Phillips, M. Bartlett-McBride, C. Ward, K. Starchuski, M. Gaynor, R. Nicholson, K. Wilson, N. Vorster, J. Campbell, N. Carter, W. Barker, R. Field, S. Taylor, C. Geal, S. Luo, W. Corkill. D. Turgis, A. Andrews, L. Jackson.

Messieurs: D. Riddle.

1. **WELCOME**

Judy West welcomed everyone and thanked all those present for attending the meeting.

2. **APOLOGIES**

R. Robertson, J. Calendar, S. Powell, J. Farmer, A. Swan, F. Bartlett-Hill, M. Walsh, C. Beech, E. Nijman, A. Napier, N. Capizzi, S. Foster, L. Grey, J. McEwen, K. Love.

Accepted by J. Martin, seconded L. Davis

3. **2014 AGM Minutes**

Minutes of the 2014 AGM held at the Sorrento, Auckland, were read. These were confirmed as a true and accurate record.

Carried unanimously

4. **Matters Arising**

None.

5. **President's Report**

Judy West presented her report, a copy of which will appear in the November/December 2015 publication of BeautyNZ magazine. Judy was presented with her honorarium and thanked for the excellent job she has done as President of the Association.

6. **Election of President**

Judy West was standing for re-election as President

Carried unanimously

Election of Vice President

Kim Larsen was standing for Vice President

Carried unanimously

7. **Election of Executive Committee**

Current Committee members standing for re-election were:

Rachel Robertson and Julie Martin

The above were re-elected unanimously

Election of nominated Committee members

Monique Hale, Tegan Frost and Natasha Gee

The above were elected unanimously

8. **Election of Area Representatives**

Representatives standing for re-election:

Northland	Terra Evans
Waikato	Sarah Fletcher
Wanganui	Helene Belliss
Manawatu/PN	Kylie Love
Nelson	Lisa Davis
Queenstown/Wanaka	Nicola Romeril
Hawke's Bay	Rebecca Field
Christchurch	Belinda Quinney
Southland	Nicole Carter

All the above were re-elected unanimously

Election of new Area Representatives:

Auckland	Nadine Vorster
Auckland	Sarah Taylor
Wellington	Stephanie Manning

Carried unanimously

9. Erica Cumming – Update on HITO,(New Zealand Hair & Beauty Industry Training Organisation)

Erica thanked the Association and Judy for the opportunity to speak at the AGM meeting.

Her presentation outlined: 1) HITO as a training provider, 2) Qualifications and support provided to the industry, 3) Events planned for 2015 / 2016, 4) An update on the beauty training apprenticeship programme.

HITO objectives are setting the national standards, developing the resources for training and then monitoring and assessments from a leadership prospective.

Erica outlined that at present there are 7 out of 9 Beauty qualifications that are approved to develop further with NZQA supporting the process and these are currently being reviewed by the Beauty Advisory group. Erica introduced seven people as the regional team sales and liaisons managers that cover from Northland to Southland: Karenza, Mathew, Tracey, Fiona, Shelly, Kylie and Louise.

The HITO website has undergone a transformation that now includes job vacancies and news. In the near future is HITO VUE online for hairdressing that will have skill videos, creating portfolios and notifications. The Forma magazine supported fashion week 2015 and promoted the apprentices in barbering, beauty therapy and hairdressing. The magazine also sends out a weekly newsletter. The next major event is the HITO Industry Awards in November 2015.

The apprenticeship programme has 10 apprentices gaining on the job training. The training material has been developed in stages with a focus on “getting it right”. For the Beauty Therapy apprenticeship there is a manual, record of learning and a training manual for the trainer.

Judy West asked if there should be a higher level of qualification for skin care therapy. After discussions from the members, Erica confirms back to the members present, “Does the industry want a higher skin qualification” the members replied; Yes.

Discussion and questions follow in the general business regarding the Apprenticeship programme. Judy thanked Erica for her presentation.

10. Lesley Scher –Insurance Update

Lesley thanked Judy for the opportunity to update the members on the changes in insurance since the last AGM.

Finally after more than a year the “Group Medical Scheme” is here, offering benefits to registered members of the NZARBTh Association and will soon to be launched in the BeautyNZ magazine and on face book.

The Group Medical Scheme offers some great benefits to members:

- A 20% Discount on premiums
- A pre-medical condition will be accepted with full disclosure
- Members will be able to include family members on their policy
- Surgical and non surgical treatments
- Non pharmacy drugs not available in the public health system
- Specialist and Tests options

Lesley informed the AGM that The Insurance Brokers, THB have guaranteed the wording of your policy and also guarantee’s future upgrades will be included. Of special interest was that other life insurance providers can change the wording on your scheme without notification or consulting.

Members with Beauty clinics can offer this medical scheme to staff, which has been known as a staff enticement to stay with employers.

However if members choose to leave the Association or employer they still can be accepted, but will not receive the Group Medical Scheme 20% discount.

Lesley spoke about the increasing risk for an employer that is now happening and how this impacts the beauty and insurance industry.

As Beauty clinics must have indemnity insurance, there have been a few nasty claims recently; one in particular is in the area of semi permanent tattoos where clients did not pay for services as the Informed

consent document was questioned. These types of claims are becoming more regular and have increased in the last two years.

Leslie would like to attend an Executive committee meeting to further discuss risk analysis. Judy responded that this would be a very good idea and will arrange a date in 2016.

11. **Presentation of Accounts by Office Manager**

Copies of the audited financial accounts were handed to full members on arrival and there was time given to review the financial accounts.

Two areas of reduced income was noted – Student membership and the Magazine.

Dianne answered that with the magazine moving to seasonal (Quarterly), this will bring more support from the advertisers and will generate more income as well as increases from the magazine going online.

Although no definite income can be forecasted, it will be good to re-look at in early 2016. Four issues a year will result in a bigger better magazine.

Judy West said that if there were no more questions she proposed that the financial report be accepted.

Accepted by M. Woodyard, seconded D. Smith

It was proposed that we re-appoint as auditors the current firm of O'Meara & Company Ltd.

Accepted by L. Davis, seconded R. Field

12. **General Business**

12.1 **HITO Apprenticeships**

There was a lot of member interest regarding the HITO apprenticeship programme resulting in a question and answer discussion with Erica answering the questions.

Q1. Can you tell me, who are choosing the clinic's for the apprentices and what is the criteria?

A. The person must be qualified – that's either the clinic owner or the training person.

They sign a commitment.

Checks are in place for people to train to all levels.

There will be quarterly visits from one of the 7 regional people at HITO.

Q2. Are there checks for a Health Standard and Government regulations?

A. The salon must meet the registered Health Dept guidelines and be NZ Company registered.

Q3. Can they be Beauty NZ registered?

A. You cannot force a person to be a member – it's not how HITO works with the Association.

Q4. Will these apprenticeships have the same training?

A. What will be the same are the unit standards and a minimum assessment requirement, (compatible) and from a minimum standard – we expect more.

Julie Martin stated that there have been a lot of complaints at council level which has prompted the NZARBTh to write a Health and Hygiene standard. Erica replied that "HITO is really happy to be working with the Association.

Q5. Who does the assessments for apprenticeships?

A. On some tasks they are out-source assessments. Also the salon owner does the collection of evidence and signs off. Assessment is at the end of the year, by a qualified assessor.

Q6. What sort of treatments are with the Beauty / beautician?

A. This will be a level 4 Beauty therapy – trade skills. (No electrics and No IPL). This is such a growing sector.

Q.7 Natasha asked – where can you go to get information about a prospective employee?

A. Tania at HITO is a good person to ask; also the structure of the apprenticeships will be beneficial.

Q.8 Will the Association recognise these members as full members for NZARBTh?

A. Judy replied that this will have to be reviewed when we look at the constitution next year and the Association has to incorporate everyone. Erica replied: "They will be a HITO member". Linda Jackson said that whatever the person has done i.e. waxing; there would be an opportunity to help them to retrain.

12.2 Public Awareness Campaign

Q.1 Do Auckland council visit clinics?

A. Answer from Julie Martin, yes for complaints, we have to look through our prospective members wanting to join to make sure they have the right qualifications. And as long as we are unregulated we will always have a problem. As changes occur, the right balance can be found, inclusive or exclusive. For complaints, the council will visit a clinic; make sure its NZ registered, and put it on a 6 month review if need be.

A public awareness campaign can get out into the public and push the risks of not checking that beauty therapists are:

- Members of the Registered Beauty therapist
- Council premises licence
- Have qualifications

Further problems are the Grab one deals that are damaging to the industry by offering cut down prices for beauty treatments. We need to have a voice to reply.

Ruth Nicholson from NZ Laser training confirmed that some clinics do not follow protocols for IPL machines, from calibration of the machine to recommended window coverings. Ruth highlighted that there is a company trading as an IPL Association. It is offering yearly memberships for \$195.00. There is no information to say that this Association has any expertise in the IPL area.

12.3 Proposal to employ a PR consultant

It was proposed by Judy West that a PR consultant be employed for the public awareness campaign. Maria Robins name was put forward as having experience in the Beauty Industry.

The proposed PR consultant was accepted.

Proposed by M. Woodyard, seconded R. Field

12.4 Judy West asked if there was any further general business and there was none.

The meeting was declared closed at 12.noon.

Signed as a true record:

President: _____

Date: _____