



FLOOR_{NZ}
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ATI

Allied Trades Institute Ltd
Quality provider of flooring training

AGM

Wednesday 5th June 2019

1:00 pm - 3:00pm

Jacobsens, 41 Morrin Rd,
Mt Wellington, Auckland

Attendance: Wayne Young (Board)
Derek French (Board)
Mark Faulkner (Board)
Rob Smith (Board)
Brett Clarke (Board)
Shane Chandler (Board)
Kari Pearcey (FloorNZ)
Jeff Henry (ATI)
Bryn Harrison (Carpet Court)
Joehan Ewen (Board)
George Villars (Handley Industries)
John Dennis (Midway Flooring)
Gary Clark (Gilt Edge Industries)
Stephanie Stewart (The Comfort Group)
Russell Taylor (Composite Retail Group)
Dwayne Cook (Flooring Advice)

Apologies: Ian Caulfield (Composite Retail Group)
Peter Holmes (Polyflor)

Acknowledgement was made to Jacobsens for the use of their facilities for this meeting.

Minutes:

Minutes of the NZFTO AGM 24 May 2018 were read and accepted.

Moved: Shane Chandler
Seconded: Joehan Ewen

Chair's Report:

- The Chair's report was presented as a paper and as a power point presentation.
- The Chair introduced and acknowledged the Board for their work over the last 12 months and the work of the FloorNZ and ATI staff.
- Special mention was made of the need for the industry to be more aware of Health and Safety in the workplace and condolences offered to Ryan Meads family.

Moved: Wayne Young
Seconded: Mark Faulkner

CEO's Report:

- The CEO's report was presented as a paper and included in the power point presentation.
- The CEO gave an update on the Licensed Flooring Practitioner Programme, the Manufacturers Guidelines Project and the Review of the Vocational Education system (ROVE).
- The CEO thanked the FloorNZ staff for their work over the year and the progress made to date on the above programmes and the training provided at the Allied Trades Institute.

Moved: Wayne Young

Seconded: Mark Faulkner

Training Update:

- An update of training by the ATI was presented by Jeff Henry for the past twelve months.
- The meeting acknowledged the work Jeff has done on Best Practice Guidelines for the industry

Annual Accounts:

- The annual accounts for NZFTO and the ATI were presented. The audit reports were also presented for discussion and it was noted it was an unqualified audit for both entities.
- The annual accounts and draft audit report were approved by the meeting.
- Grant Thornton was approved as the auditor for the 2019 year.

Moved: Brett Clarke

Seconded: Derek French

Other Business:

- It was suggested that in future AGM's will be held by phone conference or included in an industry conference if one is held in 2020. This matter will be investigated further by the Board and the results circulated to members for comment and decision. The next AGM meeting date will be part of the discussion process.
- The issue of imported products was raised by Stephanie Stewart of the Comfort Group and a discussion was held on the issue. It was suggested that the Comfort Group and Dunlop get together to discuss the underlay issue and report back to FloorNZ to see what further action can be taken.
- It was also brought to the meeting's attention by Bryn Harrison CEO Carpet Court that MBIE have released a discussion document on building product certification but that the response date was 16 June. FloorNZ agreed to source the document and provide to members and ask them to respond directly to MBIE with their concerns.

Confirmation of Board Members:

The current Board Members were confirmed in their positions:

- Derek French (manufacturers/suppliers)
- Wayne Young (retail)
- Mark Faulkner (manufacturers/suppliers)
- Joehan Ewen (installation)
- Rob Smith (retail/independent)
- Shane Chandler (installation)
- Brett Clarke (manufacturers/suppliers)

Rob Smith was reconfirmed as the Chair.

The meeting closed at 2.20 pm.

BOARD MEMBERS

NAME	ORGANISATION	DIRECTORSHIPS	CONFIRMED YES / NO
Robert Smith (Chair)	Independent Director Floor NZ	Carpet Court New Zealand Holdings Ltd Carpet Court NZ Limited Carpet Court Franchising Limited Carpet Court Partnerships Limited Carpet Court Retailing Limited Floor NZ - Director	Yes
Derek French	Ardex NZ Floor NZ	Ardex NZ – Business Development Manager Floor NZ - Director	Yes
Shane Chandler	Clockit Software Ltd Floor NZ	Clockit Software Ltd – Director SC Flooring – Director NZ Floor Limited – Director Floor NZ - Director	Yes
Mark Faulkner	Jacobsen Floor NZ	Jacobsen – Territory Manager Floor NZ - Director	Yes
Wayne Young	Rangitikei Floorings Ltd Floor NZ	Rangitikei Floorings Ltd – Owner/Director Floor NZ - Director	Yes
Brett Clarke	Godfrey Hirst Carpets James and Clarke Ltd Floor NZ	Godfrey Hirst Carpets – Factory Manager Childcare Centre – Owner/Director Floor NZ - Director	Yes
Joehan Ewen	Optimal Flooring Ltd Floor NZ	Optimal Flooring Ltd – Sole Director Seveno Solutions Ltd Floor NZ - Director	Yes

2018 was a year which could prove to be a momentous one for FloorNZ and the ATI with the Labour Governments Reform of Vocational Education (ROVE) review. While we await the final outcomes of this review, FloorNZ the ATI and as such the New Zealand Flooring Industry could be in a strong position to optimise outcomes if we are proactive and operate as one.

During the past twelve-months the board and management completed a review of our strategic plan. The focus of this was how FloorNZ could become more relevant to all our stakeholders. While apprenticeship training remains at the forefront of what we do, we are also aware of the need to add additional value to all our members in areas such as national purchasing for services and products, health and safety and advocacy.

2018 was another solid year for the ATI. It has continued to provide first-rate training and remains a standout facility helping develop flooring installation professionals for the future. 286 individuals completed courses through-out the year and over the past five years we have trained over 1100 apprentices.

The business has worked hard on improving its rapport with the BCITO. We held numerous joint planning sessions to improve the understanding and awareness of opportunities and issues that exist between each business. Together we identified several initiatives to work on together however in some areas we continue to face roadblocks which could compromise our ability to train adequate numbers of apprentices for the future. We now await the outcomes of the ROVE review to better understand our direction and the impact this will have on both entities.

The fiscal result for the year achieved targets however we continue as a business to be stretched financially with little head room to develop major initiatives. In 2018 the board re-structured annual fees for members initiating a small increase effective in the 2019 year. If FloorNZ is to continue to represent its members successfully we must look for new ways to drive revenue in the future. This will be a key focus area for 2020 with a goal to organise and operate a major industry conference over two days in Auckland in the latter part of the 2020 year.

With the government ROVE review underway the need for a professional installation qualification will be even more relevant. It is likely that all future government contracts and eventually large commercial contracts will be insistent on installers holding a qualification. We moved a step closer to this with the development of Best Practice Guidelines for Carpet and Hard Flooring. These will set the basic standards and be available online at FloorNZ. The goal here is to lift standards and perception of the trade by helping with the overall quality of workmanship and providing an attractive career option for those considering the trade. While we did not reach our sponsorship goal to develop this initiative, we thank the following businesses for their contribution as we would not have been able to move forward with-out it:

Gold Sponsors:

Carpet Court, Flooring Xtra, Jacobson, Harrisons, Look Floors, Dunlop, Cavalier.

Silver Sponsors:

Ardex, Gilt Edge, Belgotex, Mapei, Ontera, Polyfloor, Karndean

Bronze Sponsors:

Eurofloor, Floor Space, Handley, Sleepyhead, Heritage Carpets, RML floors.

In the past month the ATI has undergone a full audit by NZQA. These audits occur every three years and ultimately decide on future funding and our category rating which has an impact on funding and programme approval. Initial indications are positive, and we should at least retain our current category 2 status.

Tragically we lost a talented installer in March of this year on the West Coast due to health and safety incident. I take this opportunity to again pass on our condolences to Ryan's family. This incident serves as a reminder to our entire industry of the need for sound Health and Safety practices and FloorNZ along with Worksafe are committed to improve awareness and training in this area.

Finally, I wish to acknowledge the work of Kari, Jeff and the small team in Christchurch. Feedback from apprentices completing courses continues to be positive and the industry is better for the work they all complete. I would also like to acknowledge the work of my fellow board members and thank them for their continued support.

CEO Report

2018 was a productive year for both FloorNZ and the Allied Trades Institute. We were able to secure the services of Kevin West as our Head Tutor which freed Jeff up to develop the Best Practice Guidelines for both resilient and carpet which have now been completed and are out for comment. Once finalised they will be available to both the industry and the public and will form the basis for both the apprenticeship training programme and the licensed practitioner programme.

We were also invited to be part of the consultation process for the Government's Construction Action Plan which was tasked with designing a blueprint to move the construction industry from a boom and bust cycle to a more sustained process. It was pleasing to see this process backed up in the latest budget with additional funding for apprenticeship training and certainty for construction planning. This will support our moves to a licensing programme as there will be an increased emphasis on producing a quality product when bidding for Government contracts.

We were also presented with some challenges in 2018 with the introduction of the review of vocational education and training (ROVE). While ultimately this will be of benefit to the Flooring Industry as we own a Private Training Establishment, the Allied Trades Institute, it will also require a large amount of planning to capitalise on the opportunities it presents. This will be a challenge with a small already committed staff.

We also unfortunately had a death in the industry which highlights the need for an emphasis on health and safety across the whole industry. Worksafe have been very thorough in their investigation and highlighted the need for training both at the early stages of an apprentice's working life but also for continuing professional development in this area. Both FloorNZ and the ATI will need to respond to this concern and consider ways of upskilling the industry.

I would like to thank the Board for their support during 2018. They are actively involved and take their governorship role seriously which enables our small team to achieve the outcomes set in the business plan.

The team have also worked very hard to achieve our agreed outcomes and provide an excellent service to the apprentices that come on the courses. This is appreciated by both the apprentices and their employers and contributes to ultimately having a better skilled workforce.