

Floor NZ AGM Minutes

28th May 2026 – Eden Park Function Centre, Auckland & Microsoft Teams Meeting

Attendance:

- Jeff Henry (FloorNZ CEO)
- Robert Brouwer (Board Chair/Dunlop Flooring)
- Mark Faulkner (Board/Jacobsen)
- Jarrod Langstone (Board/Inzide Commercial)
- Chris Burns (Board/Flooring Xtra)
- Jonny Rawson (Board/TAK Flooring)
- Lloyd Prescott (Board/Prescot Flooring)
- Katie James (Board/Good Nick Flooring)
- Bryn Harrison (Interiors Group)
- Heleen Donnoly (Kingscourt Flooring Xtra)
- Ivy Feng (Heritage Carpets)
- Mark von Batenburg (Jacobsen)
- Olan Racaza (Belgotex)
- Richard Stephens (Waihi Pacific)
- Shaun Armstrong (Altro APAC)
- Stephanie Stewart (Sleepyhead)
- Warren Drinkwater (Bremworth)
- Taryn Haydon (Floor NZ)
- Wendy Dykstra (Floor NZ)

Apologies:

- Colin Jones (Board/The Interiors Group)
- Felipe Dos Santos (Board/Harrisons)
- Brad Gurney (North West & Mt Eden Flooring Xtra)
- Markus Kirchhof (Inzide)
- Malcolm Thomas (A-Z Flooring)
- Mark Lovich (Lovich Floors)
- Mike Caird (Floorscape)
- Renee Jacobsen (Jacobsen)
- Rex McGill (Quito Holdings)
- Steven McCann (Victoria Carpets)
- Umesh Dayal (Heritage Carpets)

Introductions:

The Chair welcomed everyone to the AGM for FloorNZ and introduced Jeff and the Board. Happy for questions to be asked throughout the meeting with discussion at the end.

Minutes:

Minutes of the NZFTO AGM 22 May 2025 were accepted.

2025 Minutes:

Moved: Richard Stephens
Seconded: Mark Faulkner
Agreed.

Matters Arising

None to report.

Chair's Report:

Discussion through the report which was taken as read.

FloorNZ had another good year of progress with initiatives in 2025, despite difficult market conditions.

- Initiatives that came to fruition included:
 - Networking Sessions which had good engagement from members. Hoping to do again later this year with the launch of the new Master Floorer programme.
 - 2025 Flooring Awards held recently which involved a lot of work by the team, went very well with nearly 200 Flooring Industry attendees with support from BCITO.
- Initiatives very close to coming live:
 - The Master Floorer programme, whilst less progressed than we would like, is starting to take shape and parts will go live in 2026. Now a number one priority outside of training, to date 50k funding from CGF in support.
 - FloorNZ APP will be available shortly for members and their teams which will go live shortly, includes perks, Best Practice Guidelines, Master Floorer programme.
- People – the team remained the same during 2025. Tutors Jacob and Jamie going well, Taryrn doing more admin tasks, Wendy continues to do finances, Jeff continues to be very busy with new initiatives and constantly engaging with industry bodies and members. The Chair thanked everyone for their hard work over the year.
- Financial Performance - 2025 financial results discussed. Revenue for 2025 was \$755,070 against a budgeted \$874,023 and the prior years \$859,896.

Key changes in revenue were:

- Training: actual 2025 \$563,526, budget 2025 \$626,558, down on prior 2024 \$716,504. Part of the drop in budget was from dropping TEC funded training courses and reduction in apprenticeship courses, so we need to get more apprentices on board as training is 80% of revenue. Also less consultation costs with BCITO.
- More cashflow with grants of \$70,000 received but only \$33,658 spent so far on Networking sessions and Master Floorer programmed.

Whilst revenue was down on prior year, we managed expenses well and achieved a surplus of \$99,422. Budget for the year was a loss which included the Master Floorer project costs which didn't eventuate as expected. Equity is \$439,039 and cash on hand of \$541,945 which included deferred revenue from grants and members paying in advance, employee liabilities and creditors.

- Membership - now have 389 members covering retail, suppliers and installers, compared to 340 in 2024. Expect more growth with installers engaging in the new Master Floorer programme.
- BCITO support – continue to work strongly with BCITO.
The new BCITO was setup in record time following government changes disestablishing Te Pukenga last year. CGF (Construction Growth Foundation), that we are members of was pivotal to making this happen by setting up Construction Skills NZ Inc which we are also founding members of. We are now a stakeholder in BCITO.
BCITO has financially supported the Apprentice of the Year Awards and made likewise

commitment to the expanded Flooring Awards just run in May 2026. Further talks being had with the collaboration agreement.

- Construction Growth Foundation (CGF) support – we are trying to get as much funding as possible. CGF continue to provide benefits: Board members have been on Governance Training courses; CGF funded Business Mentors support for 17 members; Master Floorer project funding 100k; Networking sessions funding 20k.

2026 – The Year Ahead

- Financial budget 2026 discussion - forecast a loss of \$78,106 which takes into account not all the money allocated for the Master floorer project last year was spent.
Revenue of \$822,342 expected for the year – 3% increase in BCITO training \$515,807, membership fees \$140,000, sponsorship and grants \$120,000 (20k of this may not eventuate as CGF will no longer fund venues which made up most of the cost last year, 100k for Master Floorer project).
Expenses of \$900,448 expected – wages and salaries \$399,000, Master Floorer \$150,000, Flooring awards \$80,000, rent and storage \$58,722. Budgeted 30k loss but with accumulated funds and cash on hand in a good position to sustain this loss.
- Training – Number of apprentices down resulting in loss of revenue. Two less courses last year than planned. Want to continue contract work for BCITO training but also be the go-to resource for flooring industry to access additional customised training courses depending on needs.
- Flooring Awards – great event, received positive feedback to build on for 2027. Received strong industry support through sponsorship. Net loss for FloorNZ likely to be less than \$30,000.
- Master Floorer – currently the biggest priority for Jeff.
A customised portal to manage the programme being developed as off-the-shelf options were not ticking all the boxes, costing \$42,000 (largest component expected of the \$200,000 project), \$62,000 spent so far on training videos, server upgrade, Intuto tool, travel, legal advice, FloorNZ App.
- Networking Sessions – planned to do again this year but may be part of the Master Floorer launch near the end of 2026.
- Membership - no increase to membership fees this year, focused rather on increasing membership number. Expecting installer membership to increase with Master Floorer programme.

Resolutions

Two extra resolutions discussed:

- Resolution 3: Audit & Review
When revenue is less than 1m and no NZQA audit required (3 yearly) a review will be done instead of a full audit, costing about 3k less.
- Resolution 4: Discharge of Allied Trades Institute
Proposal to have ATI removed from Companies Register as all functions have been integrated within NZFTO (t/a FloorNZ).

Summary

FloorNZ has never been in a better position to serve it's members. As 80% of revenue currently comes from training, want to encourage members to take on apprentices with BCITO, and do customised courses. Keen to discuss other options for training or upskilling.

Thank you to the Board and members for interest and investment in FloorNZ.

CEO's Report:

Another busy year with training, projects and advocacy work.

- Immigration Settings – still being worked through, more announcements coming August.
- Te Pukenga – disestablished. FloorNZ fits under the new Construction and Specialists Industry Skills board. BCITO reformed as a PTE, now an incorporated society owned and governed by 16 industry organisations which includes FloorNZ.
- Building Code – large piece of reform work by MBIE.
 - Proportional liability: for parties being financially liable for their specific share of a defect in construction. This comes into effect in 2027.
 - Licencing: for membrane application work in bathrooms where specified in residential dwellings.
 - E3AS/1: in review which FloorNZ has been involved with along with the Tiling Association. As it involves the whole document, not just flooring, it is not due to be completed until 2027.
- Master FLOORER Programme – midway in development. This initiative supports the governments objectives of the building code reforms which encourages industry ownership of quality across the construction industry. Offering a continued professional development programme for flooring will also help provide confidence to builders, councils, government procurement work and consumers. MBIE is supportive of this initiative. The building of the software programme is underway at the moment with registrations being available in the last quarter of the 2026 year.
- Regional Network Sessions - These sessions were well supported and will be available later in the year possibly in a different format with the Master FLOORER launch.
- 2025 FloorNZ Excellence in Flooring Awards - held recently in Auckland, the inaugural industry awards section added to the Apprentice of the Year awards was a huge success with a record maximum attendance of 200 people. This will be reviewed and set up for the 2026 year.
- Training - NZQA granted permission for ATI to be incorporated under NZFTO. The training facility in Christchurch will be referred to as the FloorNZ Training Academy. Over 2025 we had 21 block courses (175 apprentices), 4 block courses down from 2024 as a result of economic environment and more apprentices completing courses than entering the flooring industry.
We have projects that we are working with the BCITO and schools to create opportunities with the Gateway programme. We will also be approaching flooring businesses to provide work experience opportunities.

With the disruption of disestablishing Tu Pukenga and reforming of the BCITO, Micro credentials for floating floors and carpet tiles that have been created were not advanced. This will happen in 2026.

- Thank you to members who actively support training with materials, time, tools, and to Robert, the Board and FloorNZ team for support throughout 2025.

Election of Board Members:

No nominations have been received for a member to be considered to come onto the FloorNZ Board.

The proposal is for the existing Board to be accepted as representatives on the Board for next year.

Name (on Board since)	Sector Represented	Confirmation Y/N
Robert Brouwer (Dunlop Flooring) (2020)	Supplier/Wholesaler/Manufacturer	Y
Mark Faulkner (Jacobsen) (2000)	Supplier/Wholesaler/Manufacturer	Y
Jarrold Langstone (Inzide Commercial) (2023)	Supplier/Wholesaler/Manufacturer	Y
Colin Jones (The Interiors Group) (2021)	Retailer	Y
Felipe Dos Santos (Harrisons Carpet & Flooring) (2024)	Retailer	Y
Chris Burns (Flooring Xtra) (2025)	Retailer	Y
Jonny Rawson (TAK Flooring Ltd) (2022)	Installer	Y
Lloyd Prescott (Prescott Flooring) (2024)	Installer	Y
Katie James (Good Nick Flooring) (2025)	Installer	Y

All members agreed, no objections.

Resolutions

Resolution 1: Accountants

Proposal to appoint TFS Chartered Accountants of Wellington perform accounting services for FloorNZ.

Moved: Mark von Batenburg

Seconded: Richard Stephens

Agreed.

Resolution 2: Auditors

Proposal to appoint Moore Markams of Wellington to perform the annual auditing services for FloorNZ.

Moved: Bryn Harrison

Seconded: Jarrod Langstone

Agreed.

Resolution 3: Audit & Review

Proposal to have Auditors review instead of audit the financial statements whilst revenue is less than \$1.0 million per annum. Auditors to audit results if revenue exceeds \$1.0 million per annum for the prior year or a NZQA Audit for the PTE license is scheduled in the year ahead.

Voted : 17/17 in favour, nil against.

Resolution 4: Discharge of Allied Trades Institute

Special Resolution of the Shareholders that:

1. Allied Trades Institute Limited has ceased business and has discharged in full its liabilities to all its known creditors and has distributed its surplus assets in accordance with its constitution and the Companies Act 1993.
2. Pursuant to Section 318(1) (d)(i) of the Companies Act 1993, the Registrar of Companies be requested to remove the Company from the New Zealand Register of Companies.
3. Robert Brouwer (Director / Chair) or TFS Chartered Accountants be authorised to lodge all documents required to give effect to this resolution.

Voted: 17/17 in favour, nil against.

Other Business:

National Advisory Group (NAG) update

Richard Stephens gave a brief update on his involvement with the Flooring NAG which includes 16 industries that make up the BCITO and meet twice a year.

- Vocational education – BCITO a standalone PTE.
- BCITO initiatives – individual learning plans (ILP) for apprentices, well received by NAG, also employer ILPs being set up.
- Train the trainers programme very good (1 day, no cost).
- BCITO and FloorNZ relationship very strong and the best that Richard has seen.
- Do not have sufficient trainees to meet demand, will have an impact on the Training Academy with declined revenue.
- Pilot programme to get employers involved with industry training in the Waikato (Lea Crawford from BCITO involved). 9 contacted by email, followed up by phone: 2 engaged, 2 no, remainder 5 in progress. One on one contact best methodology as emails get lost.

Robert and Jeff are tentatively meeting with BCITO 10 June and one of the subject matters will be about training and how we can grow the pilot programme to other regions.

Chair thanked Richard for his hard work in this area.

Building Code and E3AS/1 review

Open discussion – Jeff working with MBIE and the Tiling Association on E3AS/1, plus FloorNZ member supplier group around floating floors. Trying to include planks as an acceptable solution. Recognise that criteria for preventing moisture related damage is specific to the bathrooms as it is the main concern for MBIE and is a wet area under normal use. Other areas to be relative to their use in terms of overcoming any moisture related concerns. 1884 standard being reviewed 2027, MBIE want to reference this in E3 AS/1 standard. Further discussion about moisture testing and the high cost of this.

FloorNZ Logo for use

Can download form website in members area, or contact admin@floornz.org.nz.

Meeting Finished 4.06pm.

Next AGM scheduled for May 2027 with date to be advised.