

**NEW ZEALAND INSTITUTE OF INTERNATIONAL AFFAIRS**

**Minutes of the Annual General Meeting**

Tuesday, 6 May 2025 at 4.00pm

Auditorium, National Library of New Zealand, Corner Molesworth and Aitken Streets, Thorndon,  
Wellington and online

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**Present:**

Kevin Arlidge	Louis Batley
Vernon Bennett	Leonardo Bolstad
Tom Brown	Sameer Chatterjee
Helen Corrigan	Sophie Derbyshire
Karim Dickie	Ryan Donovan
Ramola Duncan	David Evans
John Fitchett	Dick Grant
Catherine Grant Makokara	Nelson Harper
Ian Hill	Lisa Holder
Christine Hurley	Nick Hurley
Greg Hurrell	Richard Jackson
Suzannah Jessep	Jodi Johnston
Serena Kelly	James Kember
David Leiberman	Gabrielle Loga
Regan Maconaghie	Isla McDonald
Connor McDowall	Hamish McDougall
Stella McFadden	Ian McGibbon
Angus Middleton	Peter Nichols
Matthew O'Meagher	Joshua Paterson
Yvonne Palmer	Rachel Qi
Roberto Rabel	Kathie Rabel
Anand Satyanand	Sandeep Sharma
Qiongna Shi	Mark Sinclair
Linda Sissons	Sarah Skillen
Mike Smith	Brian Smith
Jayden Sul	Judith Trotter
Donald Trow	Sylvester Watungwa
Andrew Wierzbicki	Vera Xu

## Online attendees:

Mark Chapman  
Derrick Lee

Gary Hawke  
Angelika Sol

### 1. Welcome remarks

The Chair, Dr James Kember, opened the meeting and confirmed there were more than 24 members present, the quorum required to hold the AGM. All papers for the meeting had been sent as required. He welcomed the members present and online, the Patron, Sir Anand Satyanand, a former President of the NZIIA; Honorary Vice Presidents and Life Members NZIIA members, and those joining online.

### 2. Apologies

The Chair noted the apologies which had been received:

Rod Alley  
Claire Broughton  
Matthew Francis  
Rt Hon Sir Doug Kidd  
Francesca Long  
Ha Nguyen  
Ken Keith

Rouben Azizian  
Bob Bunch  
Michael Howard  
Peter Kiely  
Malcolm McKinnon  
Isabella Zaballa

The Chair moved these apologies be accepted which was **AGREED**.

### 3. Agreement on agenda and the Minutes of the 2024 AGM

The Chair noted the agenda, that it did not include Board elections as none were held this year and that Item 6 included a motion for consideration. He said no items had been received from members. None were raised at the AGM. The Chair requested the agenda be adopted: **AGREED**.

The acceptance of the Minutes of the 2024 AGM was moved by Professor Holborow, seconded by Dr Grant: **AGREED**

There were no matters arising from the Minutes.

### 4. Chair's address to the meeting

In his address to the AGM (the full text is available from the National Office), the Chair began by noting his predecessor's description a year ago of a world experiencing considerable turbulence and that more of the same had occurred in the last year. He referenced the recent elections in Canada, Australia and Romania and the messages to be taken from those. Expanding on his Foreword in the Annual Report the Chair:

- said these and other events provided plenty of reasons for the attention of the Institute and its branches with event numbers and membership being up;
- thanked the Ministry of Foreign Affairs and Trade for their continued assistance to the NZIIA and Victoria University for continuing to host the National Office of the NZIIA and meetings held by the National Office and the Wellington Branch;
- acknowledged the many partners for events including the Asia New Zealand Foundation, embassies and high commissions;
- noted that the *New Zealand International Review* would complete 50 years of publication in 2025, thanked the current Editor, Dr Ian McGibbon, for his 44 years as Editor and that he would be

standing down this year resulting in a new editor being sought, and that as a result of increasing costs the Review would be moving to a primarily digital publication;

- advised that Volume V of *New Zealand in World Affairs* would be published by the end of 2025;
- referred to a comment at last year's AGM asking for more diversity and representation in the Institute and mentioned both the increase in the number of younger members and the agenda item 6 motion intended to enable the Board to address gaps in its composition;
- noted the passing in 2025 of Hon Russell Marshall, a former President of the NZIIA; and
- thanked Emeritus Professor and NZIIA Life member Don Trow for his work as Auditor; branch chairs, committees, student representatives and other volunteers; Vice-Chair Dr Serena Kelly and other Board members; previous Chair Dr Grant; Patron Sir Anand Satyanand; Executive Director Hamish McDougall and Administrator Yvonne Palmer.

#### **5. Presentation and noting of the Annual Report, including the financial statements and reports from each branch**

The Chair noted the written Annual Report which had been circulated and that there were paper copies available at the AGM. He thanked the branch chairs and the Editor of the *New Zealand International Review* for their reports. The Chair sought any comments. There were none. The Chair moved the Annual Report be presented and noted. **AGREED**

#### **6. Presentation and vote on a motion from the NZIIA Board to change the NZIIA Constitution to co-opt up to one additional Board member to fill any skills or experience gaps (see accompanying email and attachment for the full proposed changes)**

The Executive Director noted he had received the motion from the Board more than 30 days in advance of the AGM and had circulated it. He highlighted the change to rule 8.2 providing background on the change. He said a co-optee would have the same rights as other Board members except for the right to vote. He noted the new rule 8.10 and explained the reason for this.

The Chair invited questions. Professor Holborow asked about the term of co-option, in particular in those years, such as 2025, where there were no elections. The Chair noted the split terms of current Board members and within a three year cycle that there would be elections in years one and two but not three. Professor Holborow indicated support for the motion. There was a question (Joshua) about whether it was correct that after a Board member had served two terms the Board member could be co-opted. The Chair agreed this was the case. It was pointed out (Christine) that in the first line of the chapeau to rule 8.2 the word "of" should be deleted. There was no disagreement with this. **ACTION: The ED to correct rule 8.2 as agreed.**

The Chair sought a show of hands on the motion. All present including one online supported the motion. There were none opposing it. **MOTION AGREED**

#### **7. Executive Director's review of 2024 and presentation of the Annual Plan and Budget for 2025**

The Executive Director ("ED"), Dr Hamish McDougall, spoke to a power point presentation reviewing 2024 and the Annual Plan for 2025 by way of focussing on the Strategic Plan's four key areas: Expert Discussion (events and publications); Communications; Administration; and Governance and Financial. (The text of the presentation is available from the National Office).

Key points highlighted by the ED from the slides:

- There were 108 events across the Institute.
- Average attendance at meetings was up.
- Good progress had been made on publications, communications and administration and governance matters.

- On finance (slide 10), two of the three measures had been achieved while on the third, corporate and institutional membership, there had been a slight dip in membership.
- On outputs (slide 11), the results were positive, for example, membership numbers were up.
- On financial performance (slide 12), it had been intended that the special MFAT grant from 2023 would be spent down in 2024 and accordingly a budget deficit of \$118,000 was projected but only an \$18,000 deficit had been incurred.
- There was \$500,000 in the bank (slide 13).
- There were good branch financial reports (slide 14).
- In 2025 the Institute was being affected by a turbulent international environment and constricted government spending (slide 16).
- The New Zealand international Affairs ecosystem (slide 17) was still relevant.
- For 2025-2027, the Institute's three SMART objectives (slide 18) of knowledge, finance, and governance and administration would see:
  - under knowledge a continued focus on the target groups (slide 20), a move to thematic themes in events and communications as well as a greater focus on research and analysis and larger events (slides 21-26);
  - on finance (slides 28 & 29), while grateful for MFAT's grant there was a need to diversify income streams hence the bid for the EU project which was expected to bring in about \$90,000 year for the Institute; and
  - on governance and administration (slides 31 & 32), the constitutional change which had just been agreed as well as working better with the branches.
- On the budget for 2025 (slide 33), the largest item is the conference and the year should finish with a surplus.

The ED sought comments on his report.

A questioner asked about branches in the Waikato and Dunedin. The ED said there had been efforts to establish a Dunedin branch but to date it had only been possible to hold ad hoc meetings.

Professor Holborow asked about the advisory Group. The ED said the Board has signed off the Terms of Reference for the but establishing it wasn't able to be implemented over the last year because of time constraints. The EU project bid, in identifying a number of people who could work on this as sub-contractors, had also thrown up names for the group. So, there was partial achievement.

There was a request for the power point slides to be circulated to members. The ED agreed. **ACTION: The ED to circulate the slides.**

There was a question about branch subscriptions and the number of members. The ED noted there were 28 different membership categories each with different subscriptions. On membership numbers, the ED noted this information was included under the Statement of Service performance (slide 11). He said there were 542 ordinary members and 70 corporate and institutional.

On resuming the Chair, Dr Kember referenced the question about establishing branches and noted the importance of people willing to take on the task of doing this. He invited anyone willing to do this to contact the ED.

## 8. Noting of Annual Plan and Budget

The Chair proposed that the Annual Plan and budget for 2025 be **NOTED**. There was no disagreement with this.

## 9. Any other business for discussion

The Chair asked if there was any general business. The Palmerston North Branch Chair, Nelson Harper, asked if there was any seed money available for functioning as well as new branches. The ED said there

wasn't specifically but did note that if a Waikato Branch was resurrected there was \$4,000 in a bank account available to the branch, funds accumulated by the previous branch. The Chair said money was not the issue for branches but having people to run the branches. He gave as an example the situation of the previous Timaru Branch which functioned because of a few dedicated people.

#### **Formal close of the AGM**

The Chair noted the Minister of Defence's address at 6.00pm in the same venue as the AGM.

There being no further business the Chair thanked everyone for attending the meeting and closed the 2025 AGM at 4.53pm.