

Branch Annual Planning Meeting Minutes

Introduction

Dear branch committee,

Your National Executive (NE) wish you well with your annual planning meeting (APM).

We appreciate the diversity between branches, their size and how they are run. For smaller branches, we know it is often reliant on a small handful of people and the challenges of this and wish to recognise that the functions of a committee may occur fluidly in a small committee.

Celebrants Aotearoa Support provides significant support in the areas of event management and finances, and we know this has been beneficial for branches. We want being involved in branch committee to be easy and enjoyable, including your APM. There's no need to be overly formal – have fun, be relaxed.

This document is designed to act as a guide to meet the requirements we have as an Incorporated Society, and provide consistency across branches; the aim being to allow for easy reporting of your APM.

We recommend typing directly into the document. You can use this document to send the agenda/reports to members in advance of the meeting so you are not replicating documents.

The financial report can be summarised with key points pertaining to expenditure and the end-of-year balance. If typing reports into WORD in advance, use minimal formatting to allow for easy copy and pasting into this document after the meeting. Download it from the Celebrants Aotearoa website, Branch area, and use what works for you.

INSTRUCTIONS TO SAVE AND SEND THIS DOCUMENT

STEP 1

Download PDF and save it on your hard drive using this naming system:

<Branch name>CANZAPM<date><month><year> *to look like: WellingtonCANZAPM19March2022*

STEP 2 – complete the form - there are two ways to do this:

1. Fill out on screen using Adobe Acrobat Reader
2. Print out, record minutes by hand, then scan.

Filling out on screen

- Type directly into the text fields. You may experience formatting issues if you have not saved this file on your computer, and reopened it first.
- You will be able to perform simple formatting such as bold, underline, italics - use the keyboard for this CNTRL B, CNTRL I, CNTRL U. Bullet is Alt + 0149 (Option+8 on mac)

STEP 3 – send the form (always save your file just before sending)

Send using the **SUBMIT** button

To autosend, click on the submit button on the final page. You may be required to provide your email password if using this for the first time. Just follow the prompts, it will ask for Outlook or web-based email.

Email as an attachment

Save your scanned forms on your computer, then email to support@celebrantsaotearoa.co.nz



Meeting details

Branch:

Day:

Date:

Time starting:

Time finishing:

Venue:

Address:

Complete this section with what is relevant to you if you are hosting a speaker or workshop. Some branches have one speaker to inspire members at a short APM; others hold a longer APM which includes workshops.

Speaker(s):

Workshop title and presenter:

Workshop title and presenter:

Workshop title and presenter:



Agenda

1. Welcome by the Branch Chair: [insert name]

Opening Thought

2. Apologies received from:

(record names as a comma-separated list eg Rachel Clarke, Lianne Fraser, George Blake, etc).

3. Members present:

(record names as a comma-separated list eg Rachel Clarke, Lianne Fraser, George Blake, etc).

4. Confirmation of Previous Minutes from last year's APM

By majority show of hands is sufficient. Choose one option.

APPROVED

NOT APPROVED



5. List Matters Arising: (not otherwise included in agenda)

1.	Outcome:
2.	Outcome:
3.	Outcome:



6. Reports & Updates

a. CHAIRPERSON'S report – including review of activities of Branch over past year

Summary:



b. TREASURER’S report can be included as part of Chairperson’s report or be presented separately

Summary:

c. Update from NATIONAL EXECUTIVE – by President, National Executive Liaison or other delegate

Summary:

The President’s report is available here [He pitopito korero](#)



d. Update on CONFERENCE

Summary:

The Conference report is included in the President's report and is available here [He pitopito korero](#)

[Empty rectangular box for the summary content]



7. Plans for National AGM – remits, issues to raise etc., if any (see Appendix H: Guideline for Submitting Remits to Celebrants Aotearoa AGM)

Summary:

[Empty rectangular box for summary content]



8. Planning for New Year - Feedback from Members:

What went well from your perspective?

What do members want in the programme for the year ahead i.e. topic ideas



9. Election of new Committee including Chair and Secretary/Treasurer and other members as Branch decides. (If preferred, can agree to elect full Committee and for them to determine roles amongst themselves at their first meeting)

10. Thanks to outgoing Branch Committee (including presentations if appropriate):

Current committee prior to AGM	New committee as of end of AGM
Branch Chair (current) OR Branch co-chairs	Branch Chair (current) OR Branch co-chairs
Branch Secretary	Branch Secretary
Branch Treasurer OR Branch Secretary /Treasurer	Branch Treasurer OR Branch Secretary /Treasurer
National Executive Liaison (can be the chair)	National Executive Liaison (can be the chair)
Membership host	Membership host
Celebrants Aotearoa Almoner OR Membership host/almoner	Celebrants Aotearoa Almoner OR Membership host/almoner
Committee members:	Committee members:

11. Close meeting at: (insert time)



12. Is there anything else you wish to note that this form has not allowed for?
Please do provide feedback and suggestions for your National Executive!

[Click here to send your completed minute](#)