



**NATIONAL DIGITAL FORUM BOARD
10th Annual General Meeting**

Tuesday 16 September 2021
Zoom
2pm – 3:30pm

- Present:** Board:
Fiona Fieldsend (Co-Chair, National Library Rep)
Teina Herzer (Co-Chair, Sponsorship)
Natasha Barrett (Marketing)
Tim Hart (Treasurer, Strategic Partnerships)
Jamie Mackay (Secretary)
Claire Lanyon (Conference Convenor)
Adam Moriarty (Conference Convenor)
Claire Regnault (Te Papa Rep, Conference Programme)
Lucie Paterson (Conference Programme)
Dhiraj Bhanushali (Membership)
Rebekah Rogers (Archives New Zealand Rep, Regional Development)
- In Attendance:** Grace Ryder (NDF Co-ordinator)
- Apologies:**
- Members:** Refer to Appendix A.

1. WELCOME AND INTRODUCTIONS

Fiona Fieldsend (Co-Chair, National Library Rep) opened the meeting at 2.00 pm with a karakia led by Claire Lanyon (Conference Convenor).

Fiona made note of the agenda for the AGM before introducing the Membership Structure and Kauri organisations. Fiona introduced the board members and the new Co-ordinator, Grace Ryder.

Presentation: NDF AGM Slides

2. MINUTES OF 2020 AGM



The minutes of the AGM held on 15 September 2020 were confirmed as a true and correct record.

Resolved that the minutes of 2020 AGM are accepted

Moved: Fiona Fieldsend; Seconded: Teina Herzer.

CARRIED

3. 2020 / 2021 PERFORMANCE REPORT

Fiona noted the performance report is still in progress but will be completed before the end of the year as required for the Charities Commission.

She took the membership through the salient points of the performance report including:

- The necessary seven board meetings for the year were met including a two-day strategic planning meeting in March 2021.
- The board has finalised the NDF Strategy until 2025 and is now delivering on it.
- NDF Conference 2020 was cancelled and the scheduled conference for 2021 is postponed, now occurring in-person and online on the 22-23 February 2022.
- Successful application to Ministry of Culture and Heritage (MCH) Capability Fund to research GLAM sector digital capability development needs.

The performance report will be available on the website when complete.

4. MEMBERSHIP

Fiona took the membership through the current membership numbers and structure noting:

- Individual members: 68
- Nikau (Organisational) Members: 19
- Kauri Members: 4

Fiona acknowledges the kauri members; National Library of New Zealand, Auckland Museum, Ministry of Culture and Heritage and Te Papa Tongarewa for their generous support and contribution to the organisation.

The intention to audit the membership systems was noted and Fiona acknowledged the work board member Dhiraj Bhanushali (Membership) is doing toward this.

Fiona introduced a new initiative, whereby individual membership is included in individual in-person or online conference registration.



Fiona hands over to Rebekah Rogers (Archives New Zealand Rep, Regional Development) to speak on the 2021 Regional Ambassadors.

5. 2021 REGIONAL AMBASSADORS

Rebekah took the membership through the annual activity of ambassadors programme, intended to increase networking and professional development in local areas.

Regional Ambassadors managed to meet for an annual workshop this year, it was noted the feat of this considering the ongoing challenges presented by COVID-19 and changing alert levels throughout the country.

Only one region managed to host a regional event this year in Ōtautahi Christchurch, where 55 members were in attendance. This meeting covered crowdsourcing, improving digital capacities, and quizzes.

Rebekah noted the vacancies in the team, acknowledging the work and effort of outgoing Lee McLean, Regional Ambassador of Otago. Rebekah acknowledged the work of all of the Ambassadors through the challenges of the year and thanked them on behalf of the board.

Fiona Fieldsend then handed the meeting over to Tim Hart (Treasurer, Strategic Partnerships) to address the finances.

6. FINANCE

Tim acknowledges the strange year in which NDF has operated in. Tim noted NDF finances are in a better-than-usual position due to a decrease in in-person activity.

Tim explains the profit and loss statements including a snapshot of revenue, expenditure and a \$40,000 surplus. Tim notes NDF is in a healthy and stable financial position.

Fiona hands the meeting over to Teina Herzer (Co-Chair, Sponsorship) to discuss Strategy.

7. STRATEGY

Teina notes the 2020-2025 Strategy has been finalised—taking into account the effects of COVID-19.

Feedback offered from the membership has been incorporated into the Strategy which is now available for viewing on the website [here](#).



From the Strategy, the board has identified three key areas of improvement:

- Use of reach and membership to improve cross sector skills development
- Focus on conferences and gatherings on whatever form they are able to take in the current environment
- Strengthening engagement with Māori and Iwi. Teina notes the board has begun working with Linnae Pohatu and Chris Cormack to establish a co-designed and collaborative process to help guide the trust in its fulfillment of Te Tiriti o Waitangi (The Treaty of Waitangi).

Teina hands over to Claire Lanyon for an overview of the Conference.

8. CONFERENCE OVERVIEW

Claire gives an overview of the postponed conference, scheduled for 22-23 February 2022. She acknowledges registration is high and encourages any members yet to register to do so. Notes that individual membership is now included in individual conference registration for this year only.

Claire notes NDF intends to align membership dates to improve efficiency which will begin with the 2021 individual memberships via conference registration.

Claire reminds members that the Scholarship and Pay It Forward schemes have been extended to 30 November.

The conference this year uses an online platform to host the conference which includes networking functions (polls, hui with sponsors).

Claire introduces a new event this year called NDF Connect—intended as a fun, stimulating, networking event and notes it is ticketed and not part of conference registration.

Notes the speaker line up is exciting, as is how sponsors are able to connect with members during the conference. Claire thanks sponsors for their support, some of whom are present.

Claire takes members through the NDF Conference COVID-19 plan and acknowledges the strategy in these decisions including the significance of cross-sector in-person networking. This has resulted in a speaker, normally presenting at the conference to now be present at the AGM (George Oates, Australian Designer). Sustainable operations were also a significant factor—revenue from the conference is important to the financial sustainability of the



organisation. Feedback from Audience and Sponsors noted the preference for an in-person event which is why we have postponed the conference and also made it available online.

Claire hands over to Adam Moriarty (Conference Convenor) to speak on the Conference Programme.

Adam notes the call for paper had over 50 responses, thanking all of these applicants. Due to a slim-down conference, NDF accepted 15 papers to be presented as well as 8 lightning talks and 3 keynote speakers. They have also invited leaders from National Organisations to present for 20 minutes on their digital directions.

9. MCH CAPABILITY FUND

Adam notes NDF's successful application for seed funding for \$20,000 for needs analysis of the digital capability of the sector, historically completed during the workshops at the conference. Adam notes the [survey is currently running](#) and encourages members to complete this and share with their networks.

There have been 200 responses to the survey with a lot of great responses thus far. The survey closes on 21 November and NDF will be reviewing the data following this and meeting with select organisations for more in-depth discussions. Results will be released with members once complete.

10. OTHER BUSINESS

Fiona introduces the [motion for extending the current members term by one year](#). Due to the impacts of COVID-19, board members haven't been able to see out their aims and ambitions and this vote will give them one more year to do so.

Fiona notes the rules of vote, including $\frac{2}{3}$ majority and that individual members receive one vote each.

Fiona notes we don't have the 43 people needed at the AGM to carry the motion and therefore the vote will be completed online, via a poll distributed in the meeting chat and via email.

Discussion is welcome following the reading of the motion.

Resolved that the motion for extending board members terms by one year

Moved: Fiona Fieldsend; Voted on via online poll reaching a majority on 25 November 2021.

CARRIED



Fiona hands over to Adam Moriarty to introduce George Oates' presentation.

11. GEORGE OATES PRESENTATION

Adam introduces George Oates and the Flickr Commons 100 Year Plan. Due to George's inability to travel for the conference, NDF invited George to present via a recorded interview with George to be presented at the AGM.

[Making a 100 Year Plan. The new Flickr Foundation.](#)

Fiona thanks Adam and George for their presentation.

12. CLOSING

Fiona opens up the AGM for questions and discussion.

David Reeves (member) thanks NDF for their work throughout COVID-19 and their management during uncertain times.

Fiona thanks Lucie Patterson for their work on the chat throughout the meeting and Teina for the transcription of George Oates' presentation. Thanks the board for the work throughout the year.

Fiona notes that 22 people support the motion thus far but will follow up with the membership via email.

Closing Karakia is read by Fiona.

Meeting closes at 3:13pm.



Appendix A

NDF AGM 2020 Attendees (M = Current member, B = Board member)

	Name	Membership type
1	Teina Herzer	B + M
2	Adam Moriarty	B + M
3	Jamie Mackay	B + M
4	Fiona Fieldsend	B + M
5	Adrian Kingston	M
6	Amber Taylor	
7	Andy Fenton	M
8	Bruce Ralston	M
9	Claire Lanyon	B + M
10	Claire Regnault	B + M
11	Dan Liu	M
12	Dave Sanderson	
13	David Reeves	M
14	Dhiraj Bhanushali	B + M
15	Glen Barnes	M
16	Hannah Bremner	
17	Helen Thomas	Ambassador
18	Janet Fletcher	M
19	J. Hunt	
20	Joshua Ng	M

21	Kara Kennedy	M
22	Laura Jamieson	M
23	Lee McLean	M
24	Lucie Paterson	B + M
25	Matthew Tonks	M
26	Mick Crouch	M
27	Nattasha Barrett	B + M
28	Rachel Bush	
29	Robin Marshall	M
30	Siobhan Leachman	M
31	Tim Hart	B + M
32	Tony Rippin	M
33	Valerie Love	M
34	Victoria Passau	M
35	Zoe Paterson Smith	
36	Rebekah Rogers	B + M
37	Carly Lenz	
36	Jennifer Taylor Moore	M
37	Rowan Carroll	M
38	Grace Ryder	M + Co-Ordinator.