



MINUTES FOR ANNUAL GENERAL MEETING OF NEW ZEALAND VETERINARY NURSING ASSOCIATION

New Zealand International Convention Centre, Auckland

Wednesday 24th June 2026

MEETING OPENED: 08:46am

EXECUTIVE COMMITTEE PRESENT: Laura Harvey, Natalie Nicholson, Tenneal Prebble, Lisa Hamilton, Michelle Cameron, Meg Jordan, Yani Riley, Anna McConnell, Steph Mann, Wendy Jarnet, Ellie Clark

REGISTRATION OF ATTENDEES:

Ros Alsford, Samatha Chapman, Sue Crampton, Dorothy Harris, Aimee Clarke, Emma Hitchcock, Katelyn Winstanley, Trinity Sarjant, Jaimee Collenette, Alicia Joubert, Ashleigh Walsh, Johanna Adlam, Zena Carroll, Rebecca Anderson, Rachel Ellis, Lucia Wang, Edwina Wooderson, Sarah Ellsemere, Monique Loye-Tubbs, Rebecca Thompson, (illegible), Clare Morton, Rebecca Brangwynne-Smith, Kristina Naden, Amy Ross, Fiona Hastie, Toni Crane, Sarah Pedley, Andie McDowell, Rebecca Seay

APOLOGIES:

Kathy Waugh, Julie Hutt, Stephanie MacPherson

QUORUM:

Under NZVNA Constitution, the meeting chair declared the meeting of members properly constituted.

MINUTES OF PREVIOUS AGM:

The Executive Committee have confirmed the minutes of the last Annual General Meeting held on the 5th June 2025 is a true and correct record, copies of these minutes were emailed to our members and are published on the NZVNA website.

Laura Harvey moved that we adopt the minutes of the 2025 NZVNA AGM, seconded by Steph Mann. A copy of these minutes will be held on file.

PRESIDENTS REPORT - Read by Laura Harvey

(Appendix 1)

TREASURERS REPORT AND FINANCIAL STATEMENTS – Read by Lisa Hamilton, Treasurer

(Appendix 2, 3, 4)

NEXT ANNUAL GENERAL MEETING

Christchurch, June 2027

The 33rd AGM of the NZVNA was closed by Laura Harvey at 9.05am

A handwritten signature in dark ink, appearing to read "Laura Harvey".

Laura Harvey
NZVNA President



APPENDIXES

Appendix 1 – Presidents Report

Tēnā koutou katoa, and welcome to our 2026 Conference and Annual General Meeting.

This AGM signals my two years as your NZVNA president, and it has been such an exciting time with some amazing growth for the association. We are YOUR association, and everything we do is to support you – I hope you feel that support.

We've continued to strengthen our relationships with industry partners—relationships that are vital to the support we provide you. Please take a moment during the conference to say hello and thank our sponsors. Their generosity makes so much of what we do possible.

Our partnership with the New Zealand Veterinary Association (NZVA) continues to flourish. Together, we're working to ensure the best outcomes for the veterinary sector as a whole.

We are proud to continue to support AVPRC as they work toward achieving legal status change for veterinary nurses and other AVPs.

We have already presented three exciting awards this year, with more to come later in the year.

The Angela Payne Award, Royal Canin Education Scholarship, and the Clinical Excellence Award, supported by Boehringer Ingelheim. It was a special moment to be able to present these at our awards dinner last night.

One of our main ongoing initiatives is our free webinar series, which continues to grow in popularity. Covering everything from clinical skills to mental wellbeing, these sessions have received fantastic feedback—and we're planning to expand them even further.

This year, we've placed a real focus on strengthening the image and identity of our Association. We were excited to partner with Priority Communications in Christchurch to help us refresh our brand and create a new modern website that better reflects who we are and where we are heading. Many of you will already have seen our new logo, which was launched earlier this year and has been incredibly well received. The website is the next exciting step in this journey, and we can't wait to share it with you once it goes live. We're confident it will provide a fresh, engaging, and user-friendly space for our members and wider community to connect with us.

We're always looking for ways to add value to your membership. This year, many of you have taken advantage of Perks Card, Kora Card, and Specsavers discounts—just a few of the benefits we have for members.

This year's conference features an outstanding line-up of speakers, and we're thrilled to welcome Courtney Scales as our keynote. Her expertise and passion are inspiring.

Thanks to our ongoing collaboration with NZVA, your registration gives you access to sessions across all streams—so make the most of it!

Our social media presence continues to grow and has been our main way of regular interaction with members and keeping you all up to date on what opportunities are available. Please keep engaging this this – it lets us know what you like and what you don't.

The New Zealand Veterinary Nurse Journal continues to be a cornerstone of our professional development efforts. However, we recognise that the publication has evolved beyond being solely a scientific journal. It now includes a wide range of valuable content, including scientific articles, professional updates, industry news, and other information relevant to our profession.

With this evolution in mind, the Executive Committee believes it is time to consider a new name that better reflects the broader scope and purpose of the publication. The Vet Nurse Lens will launch later this year, and we



hope to see you all writing updates and articles to keep us all informed on the latest trends in patient care, interesting case studies, or updated from CPD you have been doing.

We continue to represent you on organisational boards and associations, including:

- *IVNTA (International Veterinary Nurses and Technicians Association)*
- *WSAVA (World Small Animal Veterinary Association)*
- *Companion Animals NZ (CANZ)*
- *Healthy Pets NZ*
- *WSAVA – sent Lisa Hamilton to Manila for a regional forum – only VN in attendance – spoke about progressing the profession and utilising veterinary nurses better. You can read more about this in the upcoming edition of The Vet Nurse Lens*
- *Professional identity work*
- *We continue to engage regularly with NZVA and VCNZ on relevant issues, with both organisations highly supportive of our AVPs.*

The advocacy the association undertakes on your behalf is critical to helping us keep moving forward and growing as a profession but is often not visible to our members.

In November 2025 we welcomed our very first General Manager, Ros Alsford. Ros has many years of experience in the veterinary, animal welfare and conservation sectors, including 10 + years at the SPCA, 5 years at the New Zealand Veterinary Association and 3 years at Zealandia in Wellington. Ros and Sam will now take the day-to-day operations of the Association under their wing leave the Executive Committee to concentrate on governance and the strategic direction of the organisation.

Here's a snapshot of what we've accomplished over the past 12 months:

- *15 webinars were delivered, with 1143 members, AVPs and veterinary nurses from Aotearoa and across the globe registering. We also supported other webinars delivered by our supporters.*
- *81 hours of free counselling and support was provided to 31 of members via Telus Health*
- *170 new members join us over the past 12 months*
- *9 members were supported to attend this conference via competitions and awards*
- *32 nominations were received for our 2025 Vet Nurse of the Year*
- *One member was supported to attend the VNCA conference in Australia, along with an NZVNA executive committee member, continuing our support and collaboration with our Australian colleagues.*

This AGM, we bid farewell to four valued committee members:

Ellie, Wendy, Steph and Yani

We wish you all the best in your next chapter.

And we welcome Nat into the vice-president role,

To our current Executive Committee—thank you. Your dedication is the backbone of our success.



And to Sam, our incredible administrator—thank you for keeping everything running smoothly behind the scenes. We couldn't do it without you.

And finally, thank you to all of you for being here today. Your presence, your voice, and your passion are what drive the association forward and allows us to continue to be a voice for you. We're here to support you—so if you love what we're doing, let us know. And if there's something we could be doing better, we want to hear that too.

Ngā mihi nui, and here's to another year of progress, connection, and pride in our profession.



Appendix 2 – Treasurers Report

Report to the AGM

Finance Report for the year ended 31 December 2025

Overview

The Association recorded an operating deficit of \$19,112 for the year ended 31 December 2025, compared with a budgeted deficit of \$745, representing an unfavourable variance of approximately \$18,367. While total trading income was slightly below budget, the primary driver of the result was operating expenditure exceeding budget, alongside several unbudgeted or under-budgeted cost items.

Income Variances

The total income was \$218,634, compared with a budget of \$223,880, resulting in a minor unfavourable variance of \$5,246.

Key income variances include:

- *Membership subscriptions were \$3,579 below budget.*
- *Conference income was broadly in line with budget.*
- *Sponsorship income was \$12,680 below budget.*
- *Offsetting these shortfalls were unbudgeted income streams including interest received (\$7,938), Vet Nurses Dinner surplus (\$5,041), and other revenue surplus (\$1,442).*

Expenditure Variances

Total Operating Expenses were \$221,430 compared with a budget of \$212,124, resulting in an unfavorable variance of \$9,306.

Significant variances included:

- *Unbudgeted or under-budgeted costs such as CPD Grants (\$11,731), Member Survey (\$12,936), Professional Fees for the GM's recruitment (\$18,130), and GM's salary (\$8,367).*
- *Travel costs exceeded budget by \$6,801.*
- *Website and subscription costs exceeded budget by a combined \$7,647.*

These were partially offset by underspends in consulting and accounting (\$11,746), marketing support (\$15,073), and professional development for the Executive Committee (\$8,270).

Net Result and Observations

The net deficit reflects a year of strategic decisions, with funds deliberately reinvested into member-focused initiatives, including the delivery of a member survey and the provision of CPD grants. Overall income performance remained relatively resilient; however, sponsorship revenue will require closer monitoring, supported by a clear plan to meet or exceed budgeted targets in 2026 and beyond.

Forward-Looking: Summary for 2026

The 2026 budget has been developed with an increased focus on budget accuracy, income concentration, with forecasted cost escalations included. The year will focus on strengthened financial reporting and variance



monitoring together with tighter approval controls on unbudgeted expenditure through the introduction of a delegated authority matrix in 2026.

With these controls in place, the 2026 budget provides a more realistic financial framework and supports delivery of the Association's strategic priorities while maintaining financial sustainability.



Appendix 3 – Balance Sheet as at 31 December 2025

Balance Sheet

New Zealand Veterinary Nursing Association As at 31 December 2025

31 DEC 2025

Assets

Bank

N Z Veterinary Nursing Assn	136,120.74
Online Saver	21,091.25
Total Bank	157,211.99

Current Assets

Accounts Receivable	8,715.26
Rutherford Reed Funds Under Management	1,050,000.00
Total Current Assets	1,058,715.26

Total Assets	1,215,927.25
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Liabilities

Current Liabilities

Accounts Payable	5,303.66
GST	(1,959.22)
Mastercard Business Card - Sam Chapman	2,540.77
Total Current Liabilities	5,885.21

Total Liabilities	5,885.21
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Net Assets	1,210,042.04
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Equity

Current Year Earnings	(20,089.13)
Historical Retained earnings	797,296.28
Retained Earnings	432,834.89
Total Equity	1,210,042.04



Appendix 4 – Profit and Loss for year ended 31 December 2025

Profit and Loss

New Zealand Veterinary Nursing Association For the year ended 31 December 2025

	2025
Trading Income	
Badges Sold	(39.13)
Conference Income	17,983.91
Interest Received	7,937.80
Journal Advertising	130.44
Membership Subscriptions	96,420.01
Other Revenue	6,966.79
Sales	865.19
Sponsorship	52,320.00
Vet Nurses Dinner	20,041.28
Website and Email Advertising	16,007.50
Total Trading Income	218,633.79
Cost of Sales	
Website	16,315.88
Total Cost of Sales	16,315.88
Gross Profit	202,317.91
Operating Expenses	
Administration Fees	36,413.28
AS - CPD Grant	11,730.53
AVPRC	6,086.96
Bank Fees	1,003.99
Clinical Excellence Award	2,768.62
Committee Expenses	2,868.86
Conference Expenses	16,290.37
Consulting & Accounting	1,579.15
Continuing Education Expenses	0.51
EAP	13,122.00
Freight & Courier	95.74
Gifts	1,474.03
Insurance	2,010.00
Journal Expenses	11,670.30
Kiwisaver Employer Contributions	243.67
Legal Expenses	3,923.75
Marketing Support	5,222.46
Member Benefit Expenses	2,754.00
Member Survey	12,936.00
Post Office Box Rental	243.48
Printing & Stationery	675.74
Professional Development - Exec	980.96
Professional Development - Members	3,087.32



Professional Fees	18,129.83
Roadshow	6,021.17
Salaries & Wages	8,123.08
Scholarships	4,380.20
Subscriptions	7,581.79
Telephone & Internet	394.13
Travel - International	1,675.08
Travel - National	13,625.65
Vet Nurses Dinner expenses	16,710.71
VNOTY	5,253.42
Workplace Wellbeing Award	3,330.26
Total Operating Expenses	222,407.04
Net Profit	(20,089.13)