



ANNUAL GENERAL MEETING AND MEMBERS' FORUM

**HERITAGE HOTEL
AUCKLAND
Calder Mackay Room 3**

WEDNESDAY 17 SEPTEMBER 2008

AGENDA & NOTICES OF MOTION
AND MEMBERS' FORUM

*"Without a travel agent
you're on your own".*

**THE ANNUAL GENERAL MEETING OF TAANZ WILL BE HELD AT THE
HERITAGE HOTEL (CALDER MACKAY ROOM 3)
ON WEDNESDAY 17 SEPTEMBER 2008 AT 4.00PM**

A G E N D A

1530

Registration Desk Opens

Networking Afternoon Tea sponsored by Telecom

1600

AGM Commences

- 1. Welcome to Members, Past Presidents, Life Members and Overseas Guests from Kindred Associations**
- 2. Apologies**
 - As per the register
- 3. Approval of Proxies**
 - As per the register
- 4. Approval of Proceedings at General Meetings**
 - Standing orders – as per the attached
- 5. Confirmation of Minutes of the Annual General Meeting held in Auckland on Wednesday 19 September 2007**
 - Available from the Secretariat on request
- 6. Matters Arising**
 - Report from the Chief Executive
- 7. President Address**
 - Mr Peter Barlow, President of TAANZ
- 8. Presentation of the Annual Report and the Year Ahead**
 - The Chief Executive
- 9. Presentation of Annual Accounts to 31 May 2008**
 - The Chairman of Finance, Mr Mark Abbot – to be tabled at the meeting
- 10. Membership Fees for 2008/2009 Financial Year – Notice of Motion 1**
 - The Chairman of Finance, Mr Mark Abbot (reduction in fees)
- 11. Budget for 2008/2009 Financial Year – Notice of Motion 2**
 - The Chairman of Finance, Mr Mark Abbot
- 12. Bonding Levies for 2008/2009 Financial Year – Notice of Motion 3**
 - The Chairman of Bonding, Mr Mark Abbot
- 13. The President's Allowance and Directors Fee per Meeting – Notice of Motion 4 (no change)**

14. **Requirements for Premises – Change to the Membership Criteria – Notice of Motion 5**
15. **Requirements for Bonding – Change to the Membership & Bonding Criteria – Notice of Motion 6**
16. **General Meetings – Change to the Constitution & Rules – Notice of Motion 7**
17. **Entrance Fees and Subscriptions – Change to the Constitution & Rules – Notice of Motion 8**
18. **Approved Locations, Branch Locations and Approved Salespersons – Change to the Constitution & Rules – Notice of Motion 9**
19. **Election of Officers 2008/2009 Financial Year**
 - Refer attached list of those elected
20. **Appointment of Auditor 2008/2009**
 - Mr Robin Cathcart, Chartered Accountant, Wellington
21. **Remits for Discussion**
22. **General Business**
 - Open Forum

1700 - 1800

23. **Networking Function**
Sponsored by Telecom



**ANNUAL GENERAL MEETING, HERITAGE HOTEL, AUCKLAND
WEDNESDAY 17 SEPTEMBER 2008**

NOTICES OF MOTION

NOTICE OF MOTION 1

MEMBERSHIP FEES FOR 2008/2009

Based on the budget for approval the board recommends that annual subscription fees for full member, branch locations and allied members be reduced by approximately 10% and the fee for the Directory & Information Guide be absorbed into the subscription fee; additionally a new administration fee for Approved Salespersons be established–

Full Member

Entrance Fee	\$2000	(no change)
Annual Subscription	\$675	(reduced from \$750)
Directory & Information Guide	\$0	(reduced from \$25 - now included in annual subscription)

Branch Location

Entrance Fee	\$500	(no change)
Annual Subscription	\$630	(reduced from \$700)
Directory & Information Guide	\$0	(reduced from \$25 - now included in annual subscription)

Discounts on branch membership will be applied as follows:

1 Office	\$630	(reduced from \$700)
2 – 5 Offices	\$504	(20% discount)
6 plus Offices	\$441	(30% discount)

Approved Salespersons

Annual Administration Fee	\$50	(new fee)
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Allied Supplier Member

Entrance Fee	\$100	(no change)
Annual Subscription	\$440	(reduced from \$490)
Directory & Information Guide	\$0	(reduced from \$25 - now included in annual subscription)

Note: The above subscriptions are subject to GST.

Members should note that TAANZ will be strictly enforcing a 10% penalty on all unpaid annual fees as detailed above if these are unpaid after 30 days, as per Rule 12(d) of the TAANZ Constitution & Rules:

“12(d) The annual subscription and any charges or levies on members made pursuant to Rule 13 hereof shall be paid within 30 days of the date of the invoice. Subscriptions, charges and levies remaining unpaid thereafter shall be increased by 10%. Notice of such increase given to a member shall be deemed to be a notice of default for purpose of Rule 10(b)(ii) hereof and a failure to pay such increased invoice within a period of one month will have the consequence that membership can be terminated immediately thereafter by a notice in writing sent to the member at the member’s last known address.”

NOTICE OF MOTION 2

BUDGET FOR 2008/2009 FINANCIAL YEAR

The board recommends that the attached budget for the 2008/2009 financial year as tabled be approved.

NOTICE OF MOTION 3

BONDING LEVIES FOR 2008/2009 FINANCIAL YEAR

The board recommends that the Bonding Levies for the 2008/2009 financial year be held at current levels. These fees are payable in addition to membership fees.

Selling staff annual bonding levy	\$25	Per selling staff per annum in each full member and branch location
Full member Establishment levy	\$4,000	For each new full member (one time charge)
Approved salesperson establishment bonding levy	\$100	For each new Approved Salesperson (one time charge)
Approved salesperson annual bonding levy	\$100	Per Approved Salesperson per annum

Note: The above levies are subject to GST.

NOTICE OF MOTION 4

PRESIDENTS ANNUAL ALLOWANCE & DIRECTORS FEES

The board recommends that the President’s Allowance and Directors Fee be held at current levels.

- President’s Allowance \$25,000 per annum
- Directors fee per meeting \$1,000 per day/\$500 per half day

The board also recommends that the President remain eligible for meeting fees in addition to the President’s Allowance.

NOTICE OF MOTION 5

REQUIREMENTS FOR PREMISES – CHANGE TO THE MEMBERSHIP CRITERIA

The board recommends that due to changes to IATA Resolutions that no longer require agents to have a safe that Schedule II of the TAAZ Membership Criteria and Rules be amended with sections (e) (i) (ii) and (iii) being deleted and replaced with a new section (e).

The amended Rule will state (with the new words underlined and words to be deleted struck out):

- ~~“(e) Premises must be secure and for the safe custody of monies and accountable documents the minimum requirements are:~~
- ~~(i) Each approved location’s working supply of unissued traffic documents shall, when not in use, be locked in an approved safe. Safes that meet this criteria are those supplied by an IATA recommended manufacturer and installed according to the IATA Specifications. They should meet the following specifications:~~
- ~~Body Inner Can – Minimum thickness 5mm mild steel with fully welded seams.~~
 - ~~Barrier Anchoring – Adequate fasteners between inner can and barrier must be provided.~~
 - ~~Boltwork Protection – The safe construction must include protection for the moving boltwork or bars that satisfies IATA.~~
 - ~~Relocking Devices – Approved relocking devices must be fitted.~~
 - ~~Main Barrier Materials – Main Barrier Materials in the door and body of the safe shall be provided in such a way as to satisfy the IATA that the barrier is of torch and drill resisting quality.~~
 - ~~Locks – Approved locking devices must be fitted to the safe.~~
 - ~~Boltdown facility – All freestanding safes under 1500 kilos shall be provided with two boltdown positions and the option of a boltdown plate for wooden floor sites.~~
- ~~(ii) Alternative security measures such as the following may from time to time be approved subject to inspection and approval by the IATA or its security consultant:~~
- ~~– Lesser quality approved safes (but not steel plate, loose fill – or refilled safes) with an approved monitored alarm system.~~
 - ~~– Vaults.~~
 - ~~– Unusually secure sites.~~
- ~~(iii) Or Equivalent Security (for non IATA accredited members).~~
- (e) Premises must be secure and for the safe custody of monies and accountable documents shall, when not in use, be locked in a safe or steel cabinet.”

NOTICE OF MOTION 6

REQUIREMENTS FOR BONDING – CHANGE TO THE MEMBERSHIP & BONDING CRITERIA

The board recommends that changes be made to two sections of the Membership & Bonding Criteria (schedule 1) with the sections to be changed to read (with deletions struck out and new words underlined):

“Deed of Indemnity

Each member is required to arrange for the provision of a bond. This is usually to be provided in the form of a Deed of Indemnity signed by covenantors. Usually the covenantors are the shareholders or a related party.

Capital Adequacy

A minimum shareholders' equity of \$40,000 will be required but in many cases a larger amount will be required to cover ~~goodwill~~, fixed assets, ~~and~~ working capital- and also any good will paid for."

NOTICE OF MOTION 7

GENERAL MEETINGS – CHANGE TO THE CONSTITUTION & RULES

The board recommends that changes be made to Rule 17 of the Constitution & Rules to reduce the quorum at a General Meeting from thirty to ten members, with the Rule to read (with deletions struck out and new words underlined):

"~~17 Thirty~~ Ten members personally present shall constitute a quorum for any general meeting; if any annual general meeting or any special general meeting convened by the board of directors other than pursuant to a requisition a quorum shall not be present within fifteen minutes of the time fixed for the meeting, the same shall be adjourned to such time and place as the chairman shall determine, and at such adjourned meeting the members present shall form a quorum; if at any general meeting convened pursuant to a requisition or by the requisitionists a quorum shall not be present within fifteen minutes after the time fixed for the meeting, the meeting shall be dissolved:"

NOTICE OF MOTION 8

ENTRANCE FEES AND SUBSCRIPTIONS – CHANGE TO THE CONSTITUTION & RULES

The board recommends that changes be made to Rules 11 and 12 of the Constitution & Rules to allow renumbering as Rule 11(a) to (f) as follows (with deletions struck out and new words underlined):

"Entrance Fees and Subscriptions

11 ~~(a)~~ Every applicant for membership shall pay such entrance fee as may from time to time be fixed by the Association in general meeting.

11A ~~(b)~~ Where the TAANZ Membership and Bonding Criteria require that the consent or approval of TAANZ be obtained before a change of ownership of shares in a TAANZ member is effected or before a proposed change of ownership of a member's business takes effect, the TAANZ Board of Directors may fix and determine an appropriate charge or fee to be levied on an applicant to reimburse TAANZ for the costs and expenses implicit in the processing of the applications.

~~12(a)~~ 11 (c) Every member shall pay such annual subscriptions and charges as may from time to time be fixed by the Association in General Meeting. The level of subscription and charges shall be considered by the Association at every Annual General Meeting. In fixing the annual subscription and any other charges that are to be made on members, the Annual General Meeting shall have regard to the recommendations of the Board of Directors and to the annual balance sheet of the previous financial year presented to the meeting.

~~12(b)~~ 11 (d) It shall be legitimate for the Annual General Meeting to fix the level of annual subscriptions to be paid by members by reference to the number of places of business from which the member conducts business and if it should elect to do so the meeting may determine that where a member operates more than one place of business that that member

shall pay an annual subscription equivalent to a full membership subscription plus an annual subscription at a level the meeting determines appropriate for each additional place of business operated by a member.

~~12 (e)~~ 11 (e) Every allied member shall pay such annual subscriptions as shall be fixed from time to time by the Board of Directors.

~~12 (d)~~ 11 (f) The annual subscription and any charges or levies on members made pursuant to Rule 13 hereof shall be paid within 30 days of the date of the invoice. Subscriptions, charges and levies remaining unpaid thereafter shall be increased by 10%. Notice of such increase given to a member shall be deemed to be a notice of default for the purpose of Rule 10(b)(ii) hereof and a failure to pay such increased invoice within a period of one month will have the consequence that membership can be terminated immediately thereafter by a notice in writing sent to the member at the member's last known address."

NOTICE OF MOTION 9

APPROVED LOCATIONS, BRANCH LOCATIONS AND APPROVED SALESPERSONS – CHANGE TO THE CONSTITUTION & RULES
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The board recommends that Rules 12A(1) and 12A(2) of the Constitution & Rules be deleted and replaced with new Rules 12A, 12B and 12C clarifying the rules applying to approved salespersons as follows (with deletions struck out and new words underlined):

Approved locations, branch locations and Approved Salespersons

~~12A(1) TAANZ members who advertise themselves or otherwise hold themselves out to members of the public as having an office, employee or agent based at a location or in a district which is different from any such TAANZ member's approved location, or who or which is capable of servicing the general or specific travel needs of members of the public at locations other than the TAANZ member's approved location, or in that other district (or permit the making of such advertisements or such other actions as above referred to on behalf of any such TAANZ member) must establish an office at the location or in that district which must meet the criteria laid down by TAANZ from time to time for such branch locations. Where applicable, the TAANZ member must pay such additional subscriptions as may from time to time be fixed for such branch location. This provision does not preclude a TAANZ member whose approved location is situated in one district from utilising the services of a salesperson either as an employee or as an independent contractor to service clients and potential clients of the TAANZ member who live or work in a district either within or outside the district in which the TAANZ member's approved location is situated provided that the following conditions are met:~~

~~(a) Neither the TAANZ member nor the salesperson promotes or advertises himself, herself or otherwise holds himself or herself out to the members of the public as residing or having an office or base in that district from which the salesperson or his/her employer is capable of servicing the general or specific travel needs of members of the public at that location or in that district; and~~

~~(b) The salesperson does not issue the travel documentation which is to be issued for the travel arranged through the activities of the salesperson, such travel documentation is to be issued at the TAANZ member's approved location; and~~

~~(c) The salesperson does not receive the purchase price, or any part thereof, for travel sold which shall be payable directly to the TAANZ member represented by the salesperson. The salesperson may not collect or facilitate payment of such purchase price or any part thereof unless payment is made directly to the TAANZ member by crossed cheque or by credit card directly to the credit of the TAANZ member's bank account.~~

~~(d) Any advertising, signage, notice board or notification of any kind whatsoever arranged by or for the salesperson shall clearly display the name and address of the approved TAANZ~~

member for whom the salesperson is providing services.

(e) No part of any remuneration received by the salesperson from the TAANZ member payable for services rendered to the TAANZ member in relation to international air travel shall be comprised of commission, as the same is defined in the Civil Aviation (Passenger Agent's Commission Regime) Notice 1983, received by or payable to the TAANZ member.

12A(2) (a) Every TAANZ member operating out of an approved location who or which desires to employ or contract a salesperson or persons as described in this rule shall, prior to employing or contracting any such person, submit full details of any such person to the TAANZ Secretariat under the Annual review process, for the approval of TAANZ. Upon the granting of approval by TAANZ, the name of such salesperson shall be entered upon a roll to be prepared and held by TAANZ. No person shall act as a salesperson in terms of this rule or otherwise howsoever unless such person's name is entered on the said roll.

(b) A salesperson employed by or under contract to a TAANZ member in terms of this rule may not be employed by or contracted to more than one TAANZ member at any one time. Such member shall pay to TAANZ in respect of such sales person an annual fee and entrance fee.

Explanation

(a) a prohibition on the salesperson/travel consultant holding him or herself out as having an office or base in the district in which he or she operates;

(b) prohibits the salesperson/travel consultant from issuing travel documentation;

(c) prohibits the salesperson/travel consultant from handling the money;

(d) requires every such salesperson/travel consultant to be registered with TAANZ meeting certain standards and qualifications.

(e) obliges each approved agent operating out of an approved location who employs a salesperson or travel consultant to pay an annual fee and entrance fee as approved by members.

(f) all advertising, business cards and promotion must clearly show the name of the approved location employing the said salesperson/travel consultant.

(g) to protect the consumer under the TAANZ Bonding Scheme.

Important

Consumers will not be covered by the TAANZ bonding scheme if they deal with salespersons, either employed or operating as independent contractors, who have not been registered as "approved salespersons" and entered into the TAANZ register. Unregistered salespersons will be regarded in the same way as non approved locations and treated as third party transactions.

12 A TAANZ members shall only operate from approved locations and shall meet and comply with the requirements specified from time to time in the Criteria for Membership relating to premises.

12 B TAANZ members who advertise themselves or otherwise hold themselves out to members of the public as having an office, employee, or Approved Salesperson based at a location or in a district which is different from any such TAANZ member's approved location, or who or which is capable of servicing the general or specific travel needs of members of the public at locations other than the TAANZ member's approved location, or in that other district, must establish an office at the location or in that district which must meet the criteria laid down by TAANZ from time to time for branch locations/offices. Where applicable, the TAANZ member must pay such additional subscriptions as may from time to time be fixed for a branch location/office.

12 C (a) TAANZ members who do not wish to establish a branch office at a location which is different from the TAANZ member's approved location may service clients or potential clients who live and/or work in a district outside of that serviced by the TAANZ member's approved location by utilising the services of an Approved Salesperson provided the following conditions are met:

(i) The Approved Salesperson must be entered on the Roll of Approved Salespersons maintained by TAANZ and must meet and continue to comply with the criteria and conditions established from time to time by the Board of Directors for being an Approved Salesperson.

The criteria and conditions established from time to time by the Board of Directors for being an Approved Salesperson shall be published in the TAANZ Directory.

(ii) Neither the TAANZ member nor the Approved Salesperson promotes or advertises himself, herself or otherwise holds himself or herself out to members of the public as residing or having an office or base in that district from which the TAANZ member or Approved Salesperson is capable of servicing the general or specific travel needs of members of the public at that location or in that district. This prohibition does not prevent an Approved Salesperson from advertising his or her services or providing details of how the Approved Salesperson can be contacted; and

(iii) The Approved Salesperson does not issue the travel documentation which is to be issued for the travel arranged through the activities of the Approved Salesperson, such travel documentation is to be issued at the TAANZ member's approved location; and

(iv) The Approved Salesperson does not receive the purchase price, or any part thereof, for travel sold which shall be payable directly to the TAANZ member represented by the Approved Salesperson. The Approved Salesperson may not collect or facilitate payment of such purchase price or any part thereof unless payment is made directly to the TAANZ member by crossed cheque or by credit card directly to the credit of the TAANZ member's bank account; and

(v) Any advertising, signage, notice board or notification of any kind whatsoever arranged by or for the Approved Salesperson shall clearly display the name and address of the TAANZ member for whom the Approved Salesperson is providing services; and

(vi) No part of any remuneration received by the Approved Salesperson from the TAANZ member payable for services rendered to the TAANZ member in relation to international air travel shall be comprised of commission, as the same is defined in the Civil Aviation (Passenger Agent's Commission Regime) Notice 1983, received by or payable to the TAANZ member.

12 C (b) An Approved Salesperson employed by or under contract to a TAANZ member in terms of this rule may not be employed by or contracted to more than one TAANZ member at any one time.

Only natural persons can be Approved Salespersons.

It is permissible for a TAANZ member:

i) to employ an Approved Salesperson; or

ii) to enter into a contract with an Approved Salesperson for the provision of services as an Approved Salesperson; or

iii) to enter into a contract with a company which company agrees to make the services of a particular Approved Salesperson available to the TAANZ member.

In every case the TAANZ member shall ensure that the TAANZ member has an exclusive arrangement with the Approved Salesperson for the provision of services by the Approved Salesperson and that the Approved Salesperson is not able to be employed by or contracted to any other TAANZ member or to a non TAANZ member which may be operating as a travel agent or selling travel or related services.

12 C (c) A TAANZ member who wishes to utilise the services of an Approved Salesperson shall comply with any conditions for engaging Approved Salespersons laid down by the Board of Directors. Such conditions shall be determined from time to time by the Board of Directors and shall be published in the Directory."

As noted in new Rule 12 C (a) (i) the criteria and conditions established by the Board of Directors for being an Approved Salesperson are as follows:

CRITERIA FOR BECOMING AND REMAINING AN APPROVED SALESPERSON

1. A person wishing to become an Approved Salesperson shall complete and lodge with TAANZ an application. The application shall be on a form prepared by TAANZ. The applicant shall lodge the form together with an application fee, the amount of which shall be determined from time to time by the Board of Directors.
2. An applicant must demonstrate to the Board that the applicant is a fit and proper person to become an Approved Salesperson. As such the applicant will be required to provide information as to the applicant's qualifications, work experience and character. An applicant will be required to disclose any criminal convictions.
3. There shall be no requirement that an applicant have qualifications or previous work experience in the travel industry.
4. The Board shall have absolute and unfettered discretion as to whether to approve or decline an application and as to whether to remove an Approved Salesperson from the Roll of Approved Salespersons maintained by TAANZ.
5. Once an applicant has been approved by the TAANZ Board and the requisite fees have been paid the applicant shall be entered on the Roll of Approved Salespersons maintained by TAANZ.
6. The TAANZ Board may at any time remove an Approved Salesperson from the Roll of Approved Salespersons maintained by TAANZ and shall do so if it receives information which in the Board's view establishes or may establish that an Approved Salesperson is no longer a fit and proper person to be an Approved Salesperson.
7. Any Approved Salesperson who has had his/her name removed from the Roll of Approved Salespersons may within 30 days of being notified of the decision lodge with TAANZ an application to have that decision reviewed by the Board. An applicant for review shall lodge with his/her application the evidence or material which he or she wishes the Board to consider in reviewing its decision.

CONDITIONS FOR ENGAGING APPROVED SALESPERSONS

- (i) Every TAANZ member who wishes to employ or engage a person as an Approved Salesperson shall check with the TAANZ Secretariat to determine whether the person is currently entered on the Roll of Approved Salespersons maintained by TAANZ.
- (ii) If the person is entered on the Roll of Approved Salespersons the TAANZ member wishing to employ or engage such person shall, before the Approved Salesperson commences work for the TAANZ member, notify TAANZ of the date that the Approved Salesperson is to commence work for the TAANZ member and shall pay in respect of such Approved Salesperson an annual fee which shall be fixed from time to time by the Board of Directors.
- (iii) If the person is not currently a person entered on the Roll of Approved Salespersons maintained by TAANZ the TAANZ member cannot employ or engage such person as an Approved Salesperson. Where this situation arises every TAANZ member who wishes to employ or engage such person as an Approved Salesperson shall, prior to employing or engaging such person, ensure that the person completes and lodges with TAANZ an application form for approval as an approved salesperson and that the application is approved.
- (iv) Every TAANZ member shall notify the TAANZ Secretariat when an Approved Salesperson's employment or engagement is terminated.
- (v) TAANZ members employing or engaging Approved Salespersons shall comply with the requirement that the arrangement with the Approved Salesperson be an exclusive one. Approved Salespersons are not permitted to work for more than one TAANZ member/travel agent at the one time.



TRAVEL AGENTS ASSOCIATION OF NEW ZEALAND
DRAFT BUDGET
1 JUNE 2008 - 31 May 2009

INCOME	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2007/2008	2008/2009
	Actual	Actual	Actual	Actual	Budget	Actual	Budget
076 Directory and Publications	15,924	15,721	14,176	13,224	13,000	13,245	
087 Judicial Committee Fines/Appeal	-	2,000	-	-			
054 Grants Telecom	5,000	-	-	-			
091 Interest Received	25,300	24,632	14,156	41,797	25,000	71,960	50,000
092 OTOC Income	10,500	9,800	9,100	7,700	2,100	2,100	36,900
118 Subscription & 022/047 Entrance Fees	489,703	471,557	453,925	443,185	425,000	408,792	369,509
121 UFTAA/WTAAA levy	13,275	12,875	(25)	-			
130 IATA/UFTAA Travel Agents Card	4,671	-	-	1,878			
010 Directors Fees	1,000	1,000	-	-			
108 Sponsorship & Commissions	-	-	27,750	18,865	15,000	15,000	15,000
090 Dividends Received-Air NZ/ASB/CBA Shares	-	6,180	30,064	8,146	25,000	8,850	10,000
089 Office Recoveries	-	-	7,703	(6,870)			
110 Other Income	-	-	459	261			
140 RTONZ Secretariat	-	-	-	-	20,833	16,667	25,000
197 Profit on sale of shares	-	-	-	14,182		8,677	
TOTAL	565,373	543,765	557,308	542,368	525,933	545,291	506,409
TAXATION STATEMENT							
Income	565,373	543,765	557,308	542,368	525,933	545,291	506,409
Expenditure	429,316	396,211	484,428	366,232	478,100	411,795	449,600
Taxation	7,751	9,574	14,658	17,153	20,000	28,372	
Balance	128,306	137,980	58,222	158,983	27,833	104,933	56,809

EXPENDITURE	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2007/2008	2008/2009
	Actual	Actual	Actual	Actual	Budget	Actual	Budget
210 Asia Pacific Alliance	8,695	(1,722)	-	-			
212 Advertising	5,710	5,584	4,958	3,610	7,000	2,072	5,000
215 AGM / Annual Report	6,533	6,450	16,596	12,302	12,000	11,537	12,000
216 Airline Negotiations	1,533	3,142	3,723	15,049	15,000	19,507	15,000
217 Airline Agreement	908	-	-	3,472	-	-	-
227 Audit + Accountancy Fees	3,500	3,500	4,560	5,713	5,500	5,786	5,500
255 General Expenses & 239 Bank Fees	1,328	885	1,790	1,573	2,000	2,274	2,000
266 Computer Costs	(453)	521	1,874	3,007	4,000	2,462	4,000
296 Directory and Information Guide	15,000	16,676	16,148	15,642	16,000	17,314	17,000
329 Members Seminars	3,731	4,158	890	1,863	10,000	2,466	5,000
345 330 Judicial Committee Expenses	883	-	-	-	1,000	-	-
350 Insurance	6,777	7,311	6,794	5,962	6,000	6,202	6,500
352+403 Kindred Associations Meetings	4,971	4,146	-	2,481	5,000	2,877	5,000
355 TAANZ Website	18,500	26,670	37,463	21,303	30,000	10,422	10,000
356 Legal Fees	19,488	22,612	24,644	9,193	20,000	30,311	40,000
386 Board & Committee Meetings	30,587	25,891	36,470	28,152	30,000	27,330	28,000
395 TAANZ News Action	2,978	45	-	-	-	-	-
401 Subscriptions/Publications	3,439	1,938	1,563	2,285	3,000	882	2,000
405 OTOC Expenses	11,312	12,311	10,230	10,622	2,100	1,925	2,100
419 Postage/Courier	2,964	3,049	3,886	5,073	4,000	5,240	4,500
294 Depreciation	9,039	10,088	5,641	5,966	6,500	18,480	15,000
Tourism House Exp /Salaries/FBT	150,102	156,278	113,664	86,239	100,000	122,765	120,000
428+429 President & Directors Fees	32,424	34,600	78,127	54,294	55,000	51,500	55,000
434 Printing and Stationery	14,021	9,324	8,616	6,167	10,000	8,480	10,000
440 Public Relations/Marketing	4,786	10,868	4,881	10,171	70,000	5,779	30,000
441 Public Relations Consultant	3,000	-	-	10,497	10,000	140	-
445 Research/Special Projects	-	-	-	420	5,000	1,891	5,000
470 NZTIA Annual Subscription	1,000	1,000	-	1,232	1,000	908	1,000
471 Border Control Submission	5,000	-	-	-	-	-	-
472 UFTAA/WTAAA expenses	16,591	9,946	53,077	17,363	30,000	27,380	30,000
478 Telephone, Tolls and Fax	1,670	3,646	7,301	6,840	7,000	7,984	7,000
480 TAANZ / TIA Accom Agreement	-	-	3,939	-	-	-	-
490 Travel Expenses	1,550	3,053	8,780	8,825	8,000	9,240	10,000
257 Car Expenses	2,237	3,725	1,795	-	-	-	-
220 Fighting Fund PR / Marketing	-	-	-	-	-	-	-
Conference (Profit) / Loss	197	378	-	-	-	-	-
305 Employment costs submissions	-	-	-	1,961	2,000	5,559	2,000
393 Air NZ/QF Strategic Alliance	31,211	-	-	5,250	-	-	-
481 TAANZ Strategy	2,161	-	-	-	-	-	-
256 GDS Channel Fee	4,887	2,840	1	-	-	-	-
447 Remuneration for collection of taxes	1,056	4,163	-	-	-	-	-
408 Office Maintenance	-	-	-	1,899	1,000	949	1,000
424 Secretariat restructure	-	3,135	27,017	-	-	-	-
494 Unrealised loss/(profit) on investmets	-	-	-	1,806	-	362	-
240 Brokerage Fees Admin	-	-	-	-	-	-	-
498 Fixed Asset write offs	-	-	-	-	-	1,771	-
TOTAL	429,316	396,211	484,428	366,232	478,100	411,795	449,600



ANNUAL GENERAL MEETING, HERITAGE HOTEL, AUCKLAND WEDNESDAY 17 SEPTEMBER 2008

ELECTION OF OFFICERS

Three board members elected at the AGM in 2006 are required to stand down at this AGM but are available for re-election should they so choose:

- o Peter Barlow – Williment World Travel, Wellington
- o Andrew Bowman - First Travel Group, Auckland
- o Tracy Meade - Stella Travel Services, Auckland

Nominations were called from all members and three were received by the deadline of 28 August 2008:

- o Peter Barlow – Williment World Travel, Wellington
- o Andrew Bowman - First Travel Group, Auckland
- o Tony Terrill – Carlson Wagonlit Travel, Auckland

As there are three vacancies and three nominations an election is unnecessary and the three nominees are duly appointed to the board.

The following three existing board members will continue in office until the AGM in 2009:

- o Mark Abbot – House of Travel Holdings Ltd, Christchurch
- o Ross Manson – ITN Travel Group, Auckland
- o Murray Tanner – Stella Travel Services, Auckland

The following three new board members will continue in office until the AGM in 2010:

- o Peter Barlow – Williment World Travel, Wellington
- o Andrew Bowman - First Travel Group, Auckland
- o Tony Terrill – Carlson Wagonlit Travel, Auckland

The board will elect a President and Vice-President after the AGM on 17 September 2008.



STANDING ORDERS FOR PROCEEDINGS AT THE GENERAL MEETING

1. CHAIRPERSON

- (a) The president shall be entitled to be Chairperson at any general meeting at which he or she is present.
- (b) If at any meeting the president is not present or declines to act, the vice president who is present shall be entitled to act as chairperson.
- (c) If no vice president is present or willing to act, the immediate past president shall be entitled to act as chairperson.
- (d) If the immediate past president is not present or declines to act, the members present shall elect a member of the board of directors to act as chairperson, and if no member of the board of directors is present or willing to act then the members present shall elect one of their number to act as chairperson.

2. PROCEDURE

- (a) The mover of a motion will have five minutes to speak and the seconder will have two minutes. An extension can be given with the permission of the meeting. The mover of the motion will have the right of reply.
- (b) Every question submitted to a meeting shall be decided in the first instance on the voices and if requested by the chairperson or by any member present on a show of hands.

- (c) In the case of an equality of votes both on a show of hands or on a poll, the chairperson shall have a casting vote in addition to the vote to which he or she is entitled as a member.
- (d) The chairperson or any three members present may demand a poll, and if a poll is demanded it shall be taken in such manner as the chairperson may direct.
- (e) The demand for a poll shall not prevent the continuance of any of the business of the meeting which is not related to the result of the poll.

3. VOTE OF MEMBERS

- (a) On a show of hands those members present in person or by representative and entitled to vote shall have one vote.
- (b) On a poll every member present in person or by a representative or by a proxy shall have one vote.
- (c) Branches of members shall have 5 additional votes for the first 5 branches and one additional vote thereafter for every 3 locations, with no limit.
- (d) The instrument creating a proxy must be deposited with the association at its registered office at least 48 hours before the time appointed for the meeting. No person shall be appointed a proxy who is not a member or a

representative of a member and qualified to vote.

4. ELECTIONS

- (a) if an election is deemed to be necessary for the position of president or for the board of directors then a secret ballot will take place at the annual general meeting. Scrutineers will be appointed.
- (b) In the event of there being any vacancies for the offices of president, and board of directors after completion of the election, nominations to fill any vacant office will be accepted from the floor of the meeting. If more nominations are received than are required to fill such vacancies a ballot shall be held.

5. VOTING PAPERS

- (a) The chairperson shall announce the number of proxies held by members entitled to vote.
- (b) The chairperson shall announce the result of the election and shall announce the number of votes cast for each nomination.
- (c) The voting papers shall be destroyed after the announcement of the result of the election