



ANNUAL REPORT 2011

**6 HARRISON RD
MT WELLINGTON
AUCKLAND**

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Agenda

2011 Annual General Meeting of the New Zealand Chiropractic Students' Association being held at the New Zealand College of Chiropractic at approximately 10:45am

- Welcome and opening remarks
- Apologies– None Received
- Confirmation of Minutes AGM 26th August, 2010

Matters Arising

1. Presidents Report
2. Vice President Administration Report
3. Vice President Finance Report
4. Vice President Social Report
5. Vice President Communications Report

Notices of Motion: No notices received

General Business

- Election of Officers
- Conclusion and Presidents remarks.

President's Annual Report

Welcome to the 2011 NZCSA Annual General Meeting. Another year has passed for your student association and it was without a doubt a year of immense growth and productivity. The association has engaged in a number of new activities and faced diverse challenges. The aim of this report is to give the membership an overview of everything the association has dealt with over the past 12 months.

When this current administration took office in August 2010, we started our ambitious strategic plan from 2010-2011 which carried on the hard work our predecessor put in the previous year. We set a goal of having near or at 100% membership. This was an audacious goal as we only had approximately 57% of the student body signed up as members. But I am happy to report that currently we have met this goal. Rachel Hume, the VP Administration, will outline the current membership levels in her report.

Your association tried for the second year running to implement our mentor program this past February. We unfortunately had to postpone the launch of the program yet again, as there was confusion between what we wanted accomplish and the program that Student Services (SS) was trying to launch. There was confusion as to what these two programs were trying to achieve. SS was trying to launch a program that was more about academics, whereas our program was centred around uniting the student body. The NZCSA Mentor Program was to essentially serve as a vehicle whereby groups of students comprised of all year levels would work together to share their experiences with incoming students and help navigate them through their time at the College. We have been working with the College to iron out the details and I trust that in 2012 the new NZCSA Executive Council will be able to implement a lasting mentor program for our members.

Your NZCSA has been working very hard to continue to live up to our mission statement: "to provide an unforgettable student experience". We endeavoured to accomplish this by holding many events that our members want to see happen, support and strengthen the relationships between the clubs on campus, and support the membership financially when necessary. This year was a big year as our new set of rules came into effect. Petra Watson was our first VP Social ever, and had the difficult task of planning Semester 1's events. It was a big semester with many Lumbar, a Halloween Party, and Disorientation. As the new semester started there was a vacancy on our team that needed to be filled, so Petra moved on to VP Communications, and we appointed a new VP Social. Under Jenna Salmons' keen eye, the NZCSA Social Committee was created. This was the first time in the history of the Association that we had a dedicated group of members that helped to plan, organize and implement the social calendar of the NZCSA. This has finally allowed the Executive Council to shift gears away from social planning and focus on growing the association, and tackling some of the larger issues raised by our membership.

In Semester 2 2010, the NZCSA Executive Council submitted a proposal to the College involving a comprehensive student hub plan for the lower lakes. It was thought to be too

expensive at the time as the college was in full Café planning mode, and we were told that the plan was under advisement and would be looked at the start of 2011. At current, the student hub is being incorporated into a larger infrastructure plan which involves the expansion of the Chiropractic Centre, relocation of Administration, and construction of a new student area. The NZCSA Executive Council is in negotiation with the College to ensure that the student voice is incorporated into this plan, that will shape the college in the coming years. We look forward to seeing this grow into a community space that can best serve the students of NZCC.

Financially we aimed to have \$5000 in the operational budget at each AGM so that the new NZCSA Executive council would be able to continue on without financial constraint. I feel personally that the executive was extremely careful with the use of our membership funds, and am extremely happy that we were able to achieve this goal. Brain Lanoue, the VP Finance, will outline the financial health of the association in his VP Finance Report.

We wanted to revive the student newsletter. Thank you to Tim Jack and Philip Lawson for their hard work with rebranding the newsletter from the *Nervous Time* into the *Mental Impulse*. The *Mental Impulse* is ready to go and just needs content. It is up to the next executive to decide if they want to move forwards and make the newsletter happen, which I hope they do.

This association prides itself on its ability to help support its members. In order for this to happen we needed a tool to help us do this. The 2009-2010 executive created the Student Support Fund to aid students who need financial support. Our executive continued on with this and expanded the Student Support Fund to support even more students. We have put forward \$2000 out of our membership funds to the Student Support Fund, which was matched dollar for dollar by the College for a grand total of \$4000. This continues to be accessible to all members of the NZCSA, and is topped up by the NZCSA when it is depleted. The goal of this fund is to eventually grow into a trust that will be self-perpetuating, whereby we could create a scholarship program to help pay for a course, or a portion of tuition, while also having more money in the fund to support even more members each year. With continual support of the NZCSA Executive Council, this fund I know will grow and continue to be an important part of the NZCSA.

Being president over the past 12 months has been a great pleasure and source of pride. I had the privilege of representing the beliefs and values of NZCC students here in NZ and abroad. I had an opportunity to speak for our students at the New Zealand Chiropractors' Association Annual General meeting. The profession is extremely proud of how professional the NZCSA is and what the Association have accomplished in such a short time. I have had the privilege and unique opportunity to navigate the student body through a transitional period that saw many familiar faces leave the college and new faces join our NZCC family. I am extremely excited that under Dr. Eric Russell, the College has now put the students at the forefront of their decision making processes. I appreciate that the College and Administration are trying to actively engage with and inspire the student body to be active and the best they can be. The Student Senate is now a functioning body that is the forum where the Administration and NZCSA executive discuss the issues affecting the college,

working together to forge solutions that are of benefit for both the College and the Students. This is an important vehicle for change at the college as it has increased the accountability of both parties, meaning that we have been able to effectively engage with each other. I am personally happy that they are finally engaging with us on a meaningful basis. The student voice is being heard.

I am excited that we were able to secure funding for each student via tuition payments for their memberships; this also allowed us to reach nearly 100% membership. This has given us strength in numbers and allowed us to fully articulate the needs of the student body. This is one of my proudest achievements for this executive.

Inevitably, there have been bumps along the way, but we have come out better on the other side. I would like to thank my fellow executive members for standing by and help us achieve the goals that we set out to achieve at the start of our tenures. I want to thank Petra Watson and Rachel Hume for sticking out the year. You two have been there from the beginning and have seen how much we have grown over the past year. Without your support I don't think I would have been able to make it through the rough patches. Brian Lanoue and Jenna Salmons, thank you for getting amongst even though you had only been at the college for a few weeks. Your help has been instrumental in helping us move the organization forward. Mimi Atkins and Shayne Rodgers, I would also like to thank you for all the hard work you put in during Semester 2 2010. Your help getting the financing and other issues sorted is much appreciated. To my executive as a whole, thank you for having my back when we confronted the college on some hairy issues this year. Knowing you were there allowed me to put in a better fight and articulate our points to the best of my ability.

To my friends, thank you for being my sounding board. Your kind words and support have been instrumental in helping to me to be the best I can be in this role. Encouragement goes a long way and I appreciate it.

To the future executive, to you I pass the torch, to you I ask that you hold it high. Keep the flame burning bright. In stormy weather protect it, and enjoy it when it is clear. And always remember when you are on fire others will want to come and watch you burn. Keep up the hard work that your predecessors have started, it is now your turn to write the next chapter.

And lastly to the Members, thank you for all the support you have given myself and the executive. We have created a strong association that you the members can be proud of. We strive to live up to your expectations and I trust you will continue to support the next team.

Gordon McPherson-Rayner

NZCSA President

Vice President Administration Report

This year the NZCC Administration kindly approved the proposal for NZCSA student membership to be optionally covered in our student fees. On the NZCSA membership form, which students sign at the start of each year, there is an 'opt-out' option if students wish not to be members. However, at the start of each semester, the College directly sends the Association the sum total of membership payments for the number of enrolled students. This means that 'opting out' does not result in a refund to students of any sort.

The approval of this proposal has been a great achievement for the NZCSA Executive, resulting in 95% student membership this year to date. The executive is greatly thankful to the College and our Members for helping us achieve our goals!

Breakdown of Year Level Membership

1st year: 66 out of 67 (99%)

2nd year: 74 out of 79 (94%)

3rd year: 62 out of 64 (97%)

4th year: 52 out of 55 (95%)

Total number of NZCSA members: 253

Total number of NZCC students: 265 (95% membership)

Rachel Hume

VP Administration

Vice President Finance Report

If the previous executive's skeleton in the closet was its financial position, this year is not the case.

Membership Funds

In 2010 the NZCSA was collecting membership funds by asking individual students for payment. This was traditionally done at the beginning of the school year and then through the year at NZCSA events. In 2011, NZCC charged students that agreed to be part of the association their membership fee as part of their tuition payment. The NZCSA received these membership funds from NZCC and subsequently has had a much higher membership rate than in years past. This also provided the association with a major influx of cash and has been the association's major source of revenue through the first half of 2011.

This high membership rate has strengthened the association's position with NZCC because we truly do represent the entire student population.

Charitable Status

In the past year it was realized that the NZCSA needed to apply for charitable status in order to gain attractiveness for future corporate sponsorship. Mimi Atkins, the treasurer until February 2011, filed taxes for 2008 and 2009 and applied for charitable status. In December 2010 letters were sent back to the NZCSA asking for explanations of unaccounted for monies spent in 2008. Upon explanations charitable status may have been granted, but being school summer holidays the letter went unnoticed. Upon resuming the executive in February once school started, Brian Lanoue relieved Mimi Atkins of her position of treasurer. It was at this time the letter about charitable status was read and noticed that the deadline was passed to provide the information about unaccounted monies.

Upon review of the financial records the funds missing were not able to be ascertained. The executive of 2011-2012 should re-apply for charitable status as the year with the missing monies will not be included in the application.

NZCC Grant

In February 2011 the NZCSA received a grant from NZCC of \$2000 for the Student Support Fund. The stipulation for this grant was that the NZCSA match the amount for use in the Student Support Fund. Upon receiving membership funds the NZCSA was able to do this. When opening a new bank account in 2010 at the National Bank, two accounts were created, the second being for the Student Support Fund. Both the monies from NZCC and \$2000 from the NZCSA were put into this account and utilized as the Student Support Fund.

Moving into the future it is expected that the NZCSA will annually receive this grant from NZCC. It will be discussed with the College before applying for the next grant as to whether \$2000 is an appropriate amount.

Student Support Fund

In 2010, the SSF was topped up on a by need basis. When the new executive formed and the new bank account was opened there was a separation of accounts for a primary account and the SSF. In February 2011 it was topped up with \$4000 to put towards the student support fund for the year. It was budgeted to used \$2000 per semester to fund WCCS, Spizz Ball, Pub Crawl, Talk the TIC, Uni Games and resits.

As for resits, in 2010 the executive paid the entire \$150 for resits. In 2011 we made it standard to pay only \$75. We still do assess each application individually and may give alternate amounts based on reasons for the application, with each case put to an executive vote.

Events Income and Expenses

The association has put on a number of events in 2010/2011 that will be outlined in the social section of this report. Most events did generate some cash but for the majority of events the association did not meet its goal of breaking even or running events for profit. I believe this goal is still one the association should continue to strive for, as this will keep the association sustainable and able to hold more and grander events. Part of the association's aim is to enhance the student experience and I believe our events are meeting that mission.

With the greater income through membership funds the association was able to hold more events, stay in the black and pass funds onto the next association.

There is a disparity between the event profits from the previous year and this current term. I am not sure if it is simply accounting styles as I do not have all the past records on hand. The past executive made more money on "Events" and less on "The Lumbar" whereas our executive had the inverse of this making less on "Events" and more on "The Lumbar".

Bank & Merchant Fees

Bank fees in the past year were \$72.64 between both the operational and SSF account. In the next year with the application for charitable status these fees would not be incurred. The merchant fees for the eftpos/credit machine were a monthly cost of approximately \$14. Upon receiving membership funds directly from NZCC it was decided that the terminal was not needed. This also makes all NZCSA events cash only. For the type and the size of events the association holds it was decided that this was reasonable. The terminal has been returned and the association no longer incurs this fee.

2011-2012 Budget

The new budget is prepared using the budget from the previous two years as a comparison. It will look closer to the 2011 budget as the association will again be receiving its membership funds directly from NZCC.

Overall Financial Position

From September 2010 through to August 2011 the association has remained in the black.

- Total Revenue: \$17, 338.12
- Total Expenses: -\$14, 302.20
\$3035.92

Brian Lanoue

VP Finance

Vice President Social Report

2011 so far has been a year of many firsts for the NZCSA social scene at the NZCC. To begin with a very eager bunch of the class of 2014 (our brand new 1st year class) formed a fantastic and strong NZCSA social committee!

With this committee came many ideas for social events at NZCC and plenty of hands to make it happen and this is what we have done so far:

Events

'Eating healthy on a student budget'- Darren Ellis from CrossFitNZ gym came to NZCC to do a presentation on how to maintain a healthy diet while keeping within a tight student budget. The presentation was fantastic and Darren was full of some great tips. We then finished the event off with a delicious, healthy and student budget friendly meal cooked on the BBQ which everyone tucked into at the end of the talk.

'Re-orientation' - In the past re-orientation week has not been very big at NZCC but this year we aimed to start changing that. We had a great line up of events over the 2 weeks starting off with a delicious afternoon high tea party. Re-orientation also coincided with the annual Spizzerinctum ball put on by the 2nd year class which was a fantastic night. Waiwera Hot Pools was planned but unfortunately did not go ahead, definitely one for the future though. We then had an amazing casino themed Lumbar to finish it off- a fantastic night by all and if we had actually been playing for money I think a couple of certain people would have cleaned up! Re-orientation is to get better every year- watch this space!

'NZCSA Ski trip' - Our first ever, now to be annual, ski trip to Mt Ruapehu was held this year in the beginning of August. A group of 13 of us stayed at the AUSM lodge in the National Park for the weekend which super affordable and a lovely place to stay. The Saturday morning was perfect weather so we headed up to the mountain and got a good 4 hours of skiing and snowboarding in before the weather packed up! Unfortunately the mountain was closed due to bad weather on the Sunday but never mind, a fantastic weekend had by all.

Lumbar's

This year we have continued on with the NZCSA tradition of our very own Lum-bar's. We have had BBQ Lumbar's, traditional Lumbar's, M-themed Lumbar's and Casino Lumbar's!! Plenty more to come so if there is any particular theme you would like to see then please let us know ☺

Upcoming events

This year we are going to be kicking off International movie and food nights! These will be events happening once a month with a different country theme each time, a movie and food of their country will be put on for everyone to enjoy. Canada will be kicking it off! Stay tuned for more details ☺

Jenna Salmons

VP Social

Vice President Communications Report

It is our role as appointed representatives of the membership body to act in matters regarding to administrative, academic and clinical processes. To facilitate this, the executive of 2010-2011 met bi-monthly with college administration to form a Student Senate, whereby we discussed pertinent issues brought to our attention by the membership body. Prominent issues over the past year have included IT, parking, the Wellness Cafe, Recycling, sporting representation, academic and Chiropractic Centre concerns and plans for the new Chiropractic Centre.

The issue of IT, has been one we've grappled with for the entire year. Despite the continuing issues of connectivity, it has been positive to see that the internet is now free to students. Fibre optic cables have been laid and router issues have been addressed. In regards to the blank spots around campus, more repeaters will be put in to alleviate this also. The issues at hand are primarily due to growing pains with the college's new provider, and we hope, given time, these issues will be sorted. It was Anatole's role to address these issues, and given his departure, it has been our suggestion that College employ a part-time IT staff member.

On another note, we have suggested that the College would benefit hugely from a "Blackboard" like set-up for distributing class materials and marks. The concern at present is

the huge cost associated with this program. We are in discussions with administration to find an alternative.

In parking matters, as some may know or experienced, cars have been towed when parked incorrectly. Since Gayle's departure however, there has been very little surveillance of this. On the up side, with Telegistics leaving we have had access to 35 more spots. The question is for how much longer?

The last year has seen the rise of the Wellness Cafe (slash the FIRST ever Chiropractic student art gallery), providing a communal meeting place for students, staff and our surrounding community. Anton is very receptive to feedback and welcomes suggestions of improvement. Recently he has been kind enough to allow us to bring in our recyclable mugs, at no extra charge.

2011 brought about the first time the New Zealand College of Chiropractic was represented at University Games. 2 teams, a mens and a womens basketball team did extraordinarily well considering what they were against. The school kindly organised uniforms to support this venture.

In regards to the various academic concerns brought to our attention, for example lecturer and timetable changes, each of these were given in writing at the Student Senate for evaluation, development and improvement. A response was given to us by administration which detailed that they plan on addressing these issues in the up and coming curriculum review. The most important issue we have tackled this year has been bullying and the order in which concerns can be raised by students in the Chiropractic Centre. After lengthy discussions concerning the root of the problem, positive outcomes were made in terms of proper protocol allowing interns who are suffering from any form of bullying to seek guidance through the proper channels.

Finally in exciting news we have begun to discuss the plans for the expansion of the Chiropractic Centre. Positively, Dr Dave Russell is hugely receptive to students ideas and has broached the topic with many students to gauge their opinions. Obviously the biggest limitation is cost, and what will be most beneficial for the College without becoming a financial burden. We look forward to seeing the plans come to fruition in 2012.

Petra Watson

VP Communications

Notices of Motion

No notices of motion have been received. Any other business or motion may be transacted by leave of the Chairman, if not opposed by a majority of the

Nomination of Officers

President: Petra Warson

Proposer: Gordon McPherson-Rayner **Seconded:** Jenna Smith

Vice President Communications: Mimi Atkins

Proposer: Gordon McPherson-Rayner **Seconded:** Petra Watson

Vice President Finance: Brian Lanoue

Proposer: Gordon McPherson-Rayner **Seconded:** Jenna Salmons

Vice President Social: Derek Silva

Proposer: Gordon McPherson-Rayner **Seconded:** Siobhan Roughan

Vice President Administration: Thea Treahy-Geofreda

Proposer: Gordon McPherson-Rayner

The Annual Accounts

NZCSA

Statement of Financial Performance

For the period ending 24 August 2011 and 13 August 2010

Income

	<u>2011</u>	<u>2010</u>
Membership Fees	11,030.00	4,670.00
Event Profits	614.50	5,459.00
Interest	7.12	-
Lumbar Profits	3,086.50	380.00
Donations	-	100.00
Grants Received	2,600.00	5,000.00
	<hr/>	<hr/>
	17,338.12	15,609.00

Expenses

Operations	1,618.90	-
Bank Fees	72.64	68.00
Merchant Fees	122.80	252.00
NZCA Fees	-	-
The Lumbar	4,641.43	131.00
Events Expenses	1,048.07	6,984.00
General/Gifts	408.07	197.00
Student Lounge	361.90	823.00
Office Expenses	209.69	132.00
Student Support Fund	5,818.70	1,255.00
WCCS	-	593.00
Unknown	-	-

Donations	-	-
	14,302.20	10,435.00
Net Profit	3,035.92	5,174.00

Statement of Financial
Position

For the period ending 13 August 2010 and 24 August 2011

Membership Funds

	<u>2011</u>	<u>2010</u>
Opening Members Funds	5,150	453
Net Surplus (Deficit)	3,036	5,175
MEMBERS FUNDS AT 24 AUGUST	<hr/> 8,186	<hr/> 5,628
Current Assets		
National Bank Account	7,373	4,883
Student Support Fund	1,477	745
Petty Cash	200	-
TOTAL CURRENT ASSETS	<hr/> 9,050	<hr/> 5,628
Less Current Liabilities		
Table for Chiro Centre	1,250	-
TOTAL CURRENT LIABILITIES	<hr/> 1,250	<hr/> -
WORKING CAPITAL	7,800	5,628
NET ASSETS	<hr/> 7,800	<hr/> 5,628

Student Support Fund		
<u>Date Accessed</u>	<u>Criteria</u>	<u>Amount \$</u>
27/09/10	Resit	150
30/09/11	Resit	150
28/10/10	Resit	150
11/10/10	Resit	150
11/10/10	Spizz Ball	285
12/11/10	Resit	100
6/03/11	Pub Crawl	1350
13/04/11	Uni Games	300
6/07/11	Resit*2	150
7/07/11	Resit	150
12/07/11	Talk the TIC	210
14/07/11	Resit	75
20/07/11	Spizz Ball	300
Total		3520

NZ Chiropractic Students Association Inc
Notes to the Financial Statements
For the period ending 24 August 2011 and 13 August 201

Statement of Accounting Policies Reporting Disclosure

NZ Chiropractic Students Association Incorporated is an incorporated society registered under the Incorporated Societies Act 1908. The financial statements of the society have been prepared in accordance with generally accepted accounting practice and standards.

Measurement Base

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical basis are followed by the association.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied.

a) Goods & Services Tax

These financial statements are prepared inclusive of GST.

b) Differential Reporting

NZ Chiropractic Students Association Incorporated qualifies for differential reporting as it is not publicly accountable and it is small. The society has taken advantage of all available differential reporting exemptions.

c) Income

The association is liable for income tax only on non-member transactions.

2 Changes in Accounting Policies

There have been no changes in accounting policies as this is the first year that financial statements have been prepared. Accordingly, there are no comparatives.

3 Commitments and contingencies

The society did not have any capital commitments or contingent liabilities at year end.

