



**NEW ZEALAND  
GRAPHICS AND TECHNOLOGY TEACHERS ASSN. INC.**  
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NGA POUAKO TOI O AOTEAROA

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**Minutes of the NZGTTA Executive Committee**  
**Airport Conference Centre**  
**Wellington**  
**Saturday 24 May 2014**  
**9am – 2pm**

**Meeting opened at 9am**

**Present:**

Chris Hubble, Piki Brown, Tricia Winter, Jamie McAuley, Kevin Meyer, Trevor Hook, Sam Langatuki, Bronwyn (arrived 10.34 – plane was late).

**Apologies:** Motu

Apologies accepted (Kevin)  
Seconded Trevor

Kevin opened the meeting and officially resigned as President of NZGTTA. Chris is now the Caretaker President of the Association.

Chris acknowledges the contribution that Kevin has made to the Association in the past 2 and a half years mentioning Kevin's strengths have been obtaining sponsorship (SolidWorks) and the Association thanks him for that.

**Point of Order:**

Do we have a quorum? (Trevor)  
After discussion:  
As long as it is a majority of voting (Trevor)

**Minutes of the Exec Meeting:**

If there is anything we need to action from the AGM Minutes, then the Exec can action these. (Trevor).

**Matters Arising:**

- T- News (Chris) Glynn McGregor does not work for IPENZ anymore. Therefore there is a need for funding for this publication

Trevor:

We need to write to the Ministry to find out who is our contact person as a point of contact. Chris presented the contact table. Kevin mentioned that there is one more contact as an Advisor. Nicole Price (PLD Facilitator) based at Auckland University. [N.price@auckland.ac.nz](mailto:N.price@auckland.ac.nz)

- Website has been updated
- Membership Fees: At the moment it is 4 teachers per school capped. We are collecting \$40 for National membership and \$20 for regional. If anyone wants to join nationally they will pay \$60 with \$20 going to the local branches. Refer to the website (Piki). This

is outlined there. If schools are contacting and paying then we need to tidy this up because I am getting inquiries from schools if they are members (Jamie)

- Teaching and Learning Guides – still a work in progress (Sam). We need to present them in a finished format otherwise members will be asking when they are ready? (Chris) Ann McGlashen, Alister Wells, Sam, have been involved in this. This comes back to the remit (Chris), we need them in the finished format.

**Action:**

Chris to contact Motu and to discuss a date as to when these guidelines will be finished.

The teaching and learning guides are from Level 5 which now alerts to the 'orange' book. (Sam).

Discussion ensued about DVC and Technology curriculum delivery.

- Funding is drying up a little bit for Conferences. We were too late to apply for funding for a Conference. We need to organize something more meaningful for DVC even though the TESAC Conference was great (Chris).
- MOE and NZQA do not have the names of Subject Association contacts. There is a general feeling that the Ministry are 'doing what they want'. It is important that the Advocacy angle is continued (Jamie).
- PD – what it means to our members. We need to look at how we grow our membership and the use of finances.

Motion: Trevor

That the Minutes of the previous Exec Committee Meeting are taken as read, and that the actions we need to take are being dealt with.

Seconded: Jamie

Carried

**Correspondence:**

Scott Telfer (NZQA) was written to by Chris to find out who our contact people are in the MOE.

Kevin has not received any correspondence from Cliff Harwood re our finished remits for the AGM (last year).

**Action:**

Chris to talk to Motu about Remit 2.

Remit 3:

Review of the standards? (Sam).

**Action:**

Chris to contact Kevin Hoare and Scott Telfer to clarify the process of review or inclusion of new Achievement Standards in Technology.

Cheryl Pym (24 April)

An email was tabled where Chris has sent an email to Cheryl inquiring about PD. To date there has been no answer. He will contact her again.

Andrew Graham was also approached – reply was that we need to be talking to the National Coordinators.

TESAC Letter to NZQA. The letter was tabled (just asking for clarification) about the marking issues.

Email presented from Wendy Fox-Turnbull (tabled). Will discuss in general business.

Piki expresses concern that we are tabling formal correspondence and not general 'chit chat'. The digital era has changed the way we correspond, we should have a letterhead on all formal correspondence.

Chris – maybe 2 tiers to the correspondence (formal and non formal).

Move: Piki

That the correspondence be accepted

Seconded: Trevor

Carried

### **Treasurer's Report:**

Who is holding the money for Auckland? (Kevin)

Auckland Technical Teachers Association?

A discussion needs to be held between this organization and GTTA (Kevin)

Piki tabled the finances document:

From September till May is our financial year.

There have been 4 payments come in since September

Cheque Account as at 22 May 2014 \$8,479.10

Invoicing schools \$60 – (\$40 National, \$20 regional)

We believe we can charge the local branch whatever we like, however, we are currently sticking with \$20. (Southland)

Wellington sent out subs last year as per the guidelines. (Jamie)

Auckland – had a few inquiries about the lack of consistency in charging. Charging \$50 per person. (School membership of \$150). Membership is rolling in, focus is PD and sharing practice.

Invoice was tabled and explained that each school gets this invoice. If people want to know the detail they can get this at the national forum at the AGM (Trevor).

If we have a standardized invoice then you just change your branch names. Make sure you put this into your school's financial manager.

3 ways of paying – individual directly to national body, a school paying directly to the national body (\$20 would have to be paid back to the branch), or payment to a branch and the branch pays back to the national body.

We need to have consistency (letterhead and just change the branch names)

### **Action:**

Piki to send out a national body standardized invoice to all members.

### **Operating Costs:**

A breakdown was mentioned about how NZGTТА is run and how many members we need to exist.

The 'floaters' in the website – money doesn't always follow the cheque (Piki)

Membership History was presented across a 5 year period.

Wanganui/Manawatu and Taranaki have been left out of the loop. The money that is sitting there Trevor will

**Action:**

Trevor to follow up about the outstanding subs that needs to go to the National Body.

Sam:

When is the deadline for National subs?

In the handbook the timeline would be that these get forwarded by the end of July.

Sam:

Do we send out a confirmation sheet when subs have been received from schools?

No as a practice I do not send out receipts, bank statements suffice. (Piki)

Local branches I think should send in the subs in Term 1 (Piki).

The timeline as it is okay as far as the national body is concerned as set per the handout.

Chris agrees to send out in term 1.

Jamie: We can pitch it to people now to alert them.

Kevin:

How much money has been paid into CAD (Solid Works)?

Move that the Treasurer's report be accepted (Piki)

Seconded: Trevor

Carried

Piki states that to encourage branches as soon as they can to pay the subs.

Trevor highly recommends that the books for each region are audited by the region.

Tricia commends Piki for his wonderful skills in digitally recording the finances, and Piki congratulated Kevin on his initiative for the Solid Works Sponsorship.

**Branch Reports:**

**Northern North:** (Sam)

It is all about sharing practice and PD. First big meet was 'DVC teachers meet NZQA'. Our membership is steadily growing in an upward direction. If you are a financial member it is free. Alistar Wells is back in Auckland and he will be doing a 1 day conference and the Designers will fund. Year 13 students are now coming into membership. "Design Talks" a great idea.

One of the speakers was feeding live into through Twitter. I am now thinking that we provide a PD session on Twitter for the members.

**Taranaki:** (Trevor)

Robert Young we have held combined meetings. We are spread right around the mountain. It is very difficult to hold meetings. New Plymouth (have markers) not willing to share. Planning to have a meeting in the middle of June, Wanganui, Pauanui and Manawatu combined meetings. Wanganui/Manawatu have a new leader. Robert Heath has retired. There are a couple now who will be retiring. We need to make these people honorary members so that the links are not broken here. Names recognizing as having been in the organisations – sitting on all this

knowledge and skill. I was thinking that if your branches have something going on invite these honorary members, and do not charge them.

PD is totally lacking, we need to be actively promoting our subjects. What we should be doing is when we have these big major meetings and there is one coming up in Paraparaumu we should get reporters in and take photos – get our subjects out there in the newspapers.

We need our own individual conference – we do not want to lose our identity.

**Mid Northern:** (Kevin Meyer)

Waikato would desperately like to have a branch, come to my one. I support all the event held over there. Gisborne branch is going to link up with people down Taranaki way. Local events tending to pool one in for next year. Expecting 70 people next year, I will tap into funding etc. The local industry put in a whole lot of money into the Polytech, and all of these engineering companies sit at a table with Polytech. They want someone with good physics and chemistry.

Teacher training is very concerning.

**Wellington:** (Jamie McAuley)

Starting to see a lot of Materials representation now where standards overlap. John Morris has indicated that he may be interested (sitting on an Advisory Panel at Wellington Polytech). Replaced a Best Practice workshop with a GTTA.

Level 3 initiation standards

Film and Design prospects

Contact with Massey and Victoria – seem keen to get involved.

We are in a pretty healthy place at the moment.

Massey are sending out a new animation course.

Kanetic design competition (Taranaki)

**Mid Canterbury:** (Chris)

Tabled and discussion points will happen in general business. Whenever we know that someone is outgoing we need to ensure that the information is being passed on (Secretary needs to know).

PD: Where is the leadership from the Exec with regards to PD. NZGATTA is the ‘bottom up’ model and while this is really very good practice, we still need to think about the leadership from the Exec as well. Ours has become a DVC focus and we are not catering to the other arm of our Association.

I would also like to think about excellent teachers of classroom practice. We don’t have an overview of the wealth of teachers who could be very good for PD delivery.

Discussion ensued – forum, ask an expert on techlink site (Piki)

Clive (think it is Dan?) Greenwood in Invercargill expert in rendering (Invercargill)

Chris: VP Report

Do a review session early on, people bring along their work (L1,2, and 3). Talk through reconsiderations – talk with others to see if it is worth it.

Jamie: Have done this every year – well worth it.

Google Groups – has allowed us to connect with the West Coast a bit more.

Have had 5 positive responses back from Nelson. They are on the forum. Ron van Musscher in discussion with Chris mentioned maybe we should do a roadshow. The things that came out of it were the working drawings and that people are shying away from the standards.

**Otago:** (Bronwyn Gillies)

**PD Lack of PD available**

Had a great day with Cheryl Pym, very successful.

Core of 6/7 people who come regularly

John Maguire now Treasurer

New President is Phillipa Wright and she is at Kaikorai Valley College

August Cheryl will be back

Looking at Skyping as an option for meetings, proving to be problematic

Menzies College are finding it difficult to get trained staff

This is a concern for Technology

**Action:**

Chris to contact the teacher training providers, identify the numbers that are going into teacher training for technology.

Cheryl Pym has advised that because teachers of technology are confused about the marking of technology (externals) then

- email Richard Thornton and ask for a full assessment schedule that goes with the technology marking to be included in the reports to go back to the schools

**Penney Dunckley (PPTA):**

Tabled.

**Motu (DVC Advisor)**

**Action:**

Mention was made how Ron, Cliff and Simon have contributed to the writing and ongoing PD for DVC. It was decided that:

- Chris to write a letter to Ron, Cliff, and Simon thanking them for his contribution to (others are drafting up the letter)
- Trevor and Kevin to collaborate and write letter to Cliff
- Bronwyn to write a letter of thanks for Simon
- Jamie to write a letter of thanks to Ron

**Murray Hobbs (ITO)**

Tabled.

Discussion ensued around teacher training and in particular for tradespeople coming in to teach. Specialist subject teacher

**Action:**

Jamie will follow up with Jack Boyle (PPTA changes they are making to the teacher's council). This will go through Penney Dunckley – Jamie will discuss with Jack.

Steve Ronowiz has not put forward a Technology report, however, he is happy to continue with being a Technology Advisor for NZGTTA.

Discussion ensued around who could replace Steve (who has indicated that he is prepared to stand down). Heather McIntyre was mentioned along with Neville Myers and Cheryl Pym.

**Move: Piki**

That the VP and Advisor Reports be accepted

Seconded: Bronwyn  
Carried

**General Business:**

NZGTTA Goals both at Exec and Regional being revisited. Discussion went around conferences etc.

A suggestion was put forward (Tricia) that we have a North Island Conference and a South Island conference. Then both get together and discuss what was the main theme that came out of both – compare notes, and put into a public forum for discussion. This then could be the aims/goals up for the following TESAC Conference.

Move the speakers around rather than the Conference (more cost effective) Trevor.  
Have a 2 day Conference  
Look at your expertise in the regions

**Action:**

Regions to think of ideas surrounding the mini conferences. Ideas to be in by the end of June.

Kevin is looking at a 1 day conference in his region next year in a weekend for 70 people (hands on workshops). Free for teachers to attend, scholarship students to attend (charge out \$20).

Sponsors will be charged \$400

- Wood carving demonstration
- 3D printing
- Rendering
- Versatile products
- Domino cutter range (festal tool)

We could be looking at 4 Conferences: Auckland, Manawatu, Taranaki, and Christchurch

Bronwyn:

Have a bring and share theme

Jamie:

Inquiry learning a different approach

**Documentation/Guidelines:**

Branch Handbook was tabled. Discussion was around bringing this up to date. It was decided that there be one copy

Changes

Date on the front of the handbook

Past and current Presidents

- John Maguire 2006 – 2010 (alignment)
- Max Maddison
- Kevin Myer 2012 – May 2014

Roll of Honour

Terry Guy (active in bringing in workshop technology)

**Action:**

Trevor to supply information re the roll of honour and patron

Roll of Honour and what they did will go onto the NZGTTA website

We need to update the VP

Northland – Sam

Central NI – Kevin

Southern NI - Trevor

Wellington Region – Jamie

Mid and Northern SI – Chris

Southern SI – Bronwyn

After the website include the forum – chris to send the blurb

Update the Invoice page

NZGTTA Timeline – Chris will amend this and send to Tricia

Local branch to send out invoices in term 1

**Action:**

Tricia will contact Brentwood re prices to host an AGM for a day

Branch Chairs

Piki will email issues re the constitution for the next AGM.

The only real publication that NZGTTA has is T- News (Piki)

HETTANZ has a newsletter (Chris),

T- News is broader (Bronwyn)

Can we afford it (Kevin)

Discussion ensued, we can afford \$500 – the others who are sitting on being more financial can afford it. We cannot afford \$1200 (Piki).

Kevin is going to run past a list of sponsors to see if they can contribute.

**Motion:** Trevor

That we trial funding of T-news for one year

Discussion ensued

**Amended Motion:**

That we trial funding of \$600 for T-News until the end of 2014 to be reviewed at the AGM in 2014

**Seconded:** Jamie

Carried Unanimously

**Action Point** (to be continued in discussion):



Issues re PD

Looking at possible venues for the mini conference

Kevin to forward his document re how to hold a mini conference

**Meeting closed at 3.25pm**