

## CONFIRMED

### Minutes of Board Committee Meeting # 320

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, THE TERRACE, WELLINGTON  
TUESDAY 26 MARCH AT 9.20AM**

**Present:** Peter Jackson (Chair)  
Barry Willcox  
Colleen Upton  
Craig O'Connell  
Deborah Cranko  
Diana Kuhtz-Covich  
Kenneth Douglas  
Nick Fleckney

**Apologies:** Nil

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Amanda Smith (General Counsel) *for item 8*  
Fraser Lyons (Accountant) *for item 13*  
José Gómez (Examinations & CPD Manager) *for items 6 and 10*  
Jayson Thomas (Investigations Manager) *for item 9*  
Naomi Porter (Manager Registration & Licensing) *for item 11*  
Nina Androutsos (Manager Support Services) *for all items*

#### 1. BOARD ONLY SESSION

The Board only session was held between 9.20 am and 9.55 am.

#### 2. REGISTER OF INTERESTS

The following change was noted for the Register of Interests report:

Craig O'Connell – remove Director, Arc Consulting

#### 3. MINUTES OF BOARD MEETING 319

##### Resolved

That the Board:

1. **Agrees** that the minutes of meeting 319 held on 13 February 2019 be approved as a true and correct record noting the correction in item 14.

### 3.1 Board Actions

#### Resolved

That the Board:

1. **Receives** and notes the contents of this report. It is noted that status of item 319/7 is progressing.

### 4. CHIEF EXECUTIVE'S REPORT

Martin Sawyers gave an update of the Stakeholder Liaison Meeting held on 25 March, and presentation of the CPD training for 2019.

The Chair left the meeting at 11.40am during the discussion on the World Plumbing Council and returned at 11.46am.

#### Resolved

That the Board:

1. **Receives** and notes the contents of this report.
2. **Notes** the Board's participation at the Master Plumbers Annual Conference and World Plumbing Council triennial conference.
3. **Notes** and records the electronic resolution regarding IT Upgrade Phase II 2019.
4. **Agrees** to an additional Board member to attend the World Plumbing Council triennial conference in September.
5. **Agrees** to the Chair remaining on the World Plumbing Council and funding his travel, accommodation and associated expenses until the end of his term on that council.

### 5. BUSINESS PLAN AND BUDGET FOR 2019-20

#### Resolved

That the Board:

1. **Receives** this report.
2. **Adopts** the draft business plan and budget for 1 April 2019 – 31 March 2020

### 6. UPDATE ON IT INFRASTRUCTURE IMPROVEMENT PROJECT

*José Gómez joined the meeting.*

#### Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the information regarding the project.

## 7. EXAMINATIONS & CPD REPORT

### Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the information regarding examinations.
3. **Notes** the information regarding CPD.

*José Gómez left the meeting*

## 8. Q4 HEALTH & SAFETY REPORT

The

### Resolved

That the Board:

1. **Receives** and notes the contents of this report.

## 9. GENERAL COUNSEL REPORT

*Amanda Smith joined the meeting*

### Resolved

That the Board:

1. **Receives** and notes the contents of this report.

*Amanda Smith left the meeting*

## 10. COMMUNICATIONS REPORT

### Resolved

That the Board:

1. **Receives** this report.

## 11. COMPLAINTS REPORT

*Jayson Thomas joined the meeting*

### Resolved

That the Board:

1. **Receives** this report.
2. **Notes** the report covers the period from 25 January to 1 March 2019.

*Jayson Thomas left the meeting.*

**12. REGISTRATION & LICENSING REPORT**

*Naomi Porter joined the meeting*

**Resolved**

That the Board:

- 1. **Receives** this report.
- 2. **Notes** the licensing figures for the 2018 and 2019 years.
- 3. **Notes** the registration figures for the 2018 year.

*Naomi Porter left the meeting*

**13. FINANCIAL REPORT TO 28 FEBRUARY 2019**

**Resolved**

That the Board:

- 1. **Receives** this report.

Peter Jackson and Martin Sawyers left the meeting at 12.45pm.  
The Board rose for lunch at 12.45pm and resumed again at 1.30pm.

**14. GENERAL BUSINESS**

The following items were discussed under General Business:

- Follow up on a previous discipline decision
- Environmental sustainability
- The Hydroflow tradeshow

The meeting closed at 1.52 pm.

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Signed

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Dated