

**Minutes of the New Zealand Drillers Federation Inc Council Meeting
Friday 11 April 2014 at Wellington Airport Convention Centre.**

Meeting convened at 9.30 am.

Present: Iain Haycock, Steve Faulkner, John Butt, Tony Lyons, James Chapman, Marcus Durrant, Mike Ormsby, Ken Mears, Mel Griffiths, Dale Preston, and Angela Chapman, Acting Executive Officer.

1. **Apologies:** Tim Babbage, Lyle Sharratt. (No reply from Burt Buunk. John Butt confirmed attendance, but did not arrive.)

Motion: *“That the apologies be accepted”*.

Moved: James Chapman/Ken Mears Carried

2. **Sudden Death of Kevin Wafer – Executive Officer**

Steve Faulkner emailed Council to advise that Kevin had died suddenly on Saturday 22 March 2014, a meeting for 11 April 2014 was then set for Council to meet.

There was a general discussion on how forward from here, along with assignment of tasks within Council during the replacement process.

Angela Chapman was asked if she would step in as acting EO until a replacement was appointed.

Angela had contacted Kevin’s wife Jo to arrange for the NZDF documents etc to be packed up and collected by Mel Griffiths.

Steve Faulkner, Mel Griffiths, and Bain Webster attended Kevin’s funeral.

Jo had given Steve an Invoice of \$4,240.00 for Kevin’s outstanding hours, and was eager to receive this payment as soon as possible to aid in the expenses of Kevin’s funeral. As there was not a current chequebook this was not possible. Jeff Ashby suggested Webster Drilling could pay the money into Jo’s account immediately and NZDF could reimburse Webster’s when NZDF bank details have been sorted out. Present Council signed a condolence card for Kevin’s family. This would be sent with a hamper to the value of \$300, including a letter on behalf of the NZDF.

A letter of condolence had been received from Mito, Angela would ensure Jo received a copy of this.

Angela had found some inward and outward correspondence since the last meeting however, was unable to find Minutes of the last meeting. It was noted that Kevin was unwell at the last meeting and had to leave the meeting early due to ill health.

Jeff suggested he take a look at a new portal for the data base, Angela to forward data base to Jeff once she has receives this.

There was a discussion as to the appointment of a replacement Executive Officer. It was thought that the position may be best advertised through the NZDF Members first in the hope of finding an industry associated person for the position. Council to work towards submitting possible candidates for the position.

Motion: *“That due to the circumstances, Council move forward with the records they currently have and appoint a replacement Executive Officer as soon as possible”*.

Moved: Mel Griffiths/Iain Haycock. Carried

3. **Inward Correspondence**

- ADITC – Reviewing Drilling Manual – *Council looked over, thought it was a bit formal. Remove the address and leave the NZDF email address there for contact.*
- NZ Post – Redirection order - *In place until 4 June 2014*
- TPP Scholarship Nominations – *See General Business*
- Safety Bulletin for Drilling Products-Nutplug Notice – *to be sent out to members once Angela gets database*
- China Registry-Domain Name Registry query for NZDF – *Bogus – other Council have received this email*
- Liz McKenzie – Drilling Qualifications –*See General Business*
- Milnes Beatson Accountants – *Banklink changes and information redirected to Angela*
- Turners Auction – Advertising on Website by GI Media Ltd – *Postponed until Angela can research any previous arrangements Kevin may have made with this organisation.*
- ADIA DRILL 2014 Registration – *See General Business*
- Bill Washington – DICAT Training Scheme purchased by NZDF – *historic information regarding purchase*

- Richard Webb – concerning new drillers registration criteria – *Steve has written to Richard, gone through all his points, and trust this elevates his concerns*
- Russell Sherwin, Prodrill, Email regarding use of NZDF subs and the Drillers Registration and legal requirements – *A copy of the Free Legal opinion*

4. **Outward Correspondence**

- Wellington Airport – *arrange meeting room for April Meeting.*
- netMaestro – *Website changes- need to check subscription rates and address details for members application*
- Milnes Beatson Accountants – *arrange for changes to contacts, banklink and bank enquiries.*
- Mito – *change of postal and contact details*
- Agenda for 11 April 2014 Meeting

5. **Drillers Registration**

It was decided a Sub Committee be formed from Council to proceed with the Drillers Registration process. Registration Committee: Iain Haycock, Tony Lyons, Jeff Ashby and Mike Ormsby.

Iain Haycock is to be the Sub Committee Representative/Chair.

Kevin has sent the Registration Information to date to Mito.

Registration System to Date:

\$250.00 Initial Registration

\$200.00 Re-assessment Fee for upgrades of registration criteria

\$150.00 Renewal of Registration - Renewal every 2 years.

Jeff will send through a cover letter/flyer to Council for final approval before being sent for graphic design.

It was suggested this could be an excellent time to review the NZDF Logo for a fresh look.

The Drillers Registration would be available on the website and could include reference to qualifications that can be achieved through TPP and Mito.

Registrations will be managed by the Executive Officer.

All in favour.

Carried.

6. **MITO – Qualifications Review Committee- Roadshow**

It was decided a Sub Committee be formed from Council to proceed with Mito, the Roadshow and NZQA.

Qualifications Review Committee: Jeff Ashby, Mel Griffiths, Zane Brown and Ken Mears.

Jeff Ashby is to be the Sub Committee Representative/Chair.

It was decided the Road Show needed to be put on hold for a couple of months due to the current circumstances. Steve will write to Mito.

Once the Drillers Registration is up and running, it can also be promoted in the Road Show.

There was discussion as to the financial support from Mito for these Road Shows. It was unclear if Mito would be meeting the costs of this. Jeff had scheduled a meeting a meeting with Mito and would discuss the details of this also.

A special thank you to Jeff Ashby and Webster Drilling Staff, for the hours they have spent on the review process.

7. **Finances**

Angela to check status of signatures and arrange for this to be amended.

Arrange for the necessary changes for Internet Banking for Business to be accessed.

Accounts for payment were presented along with a balance of finances.

Motion: *“That invoices presented be processed for payment”.*

Moved: Zane Brown/Mel Griffiths

8. **New Members**

The meeting had discussed Applications for Membership from the following:

Clark Equipment Ltd, Greenmount Auckland – Mark Gover Associate Membership

Motion: *“That application for membership be accepted”.*

Moved: Zane Brown/ Marcus Durrant Carried

9. NZDF Scholarship

Applications for the NZDF Scholarship had been received for Maranata Seupule, Dirk Hermsen and Shaun Carrington. Council considered the information supplied by Tai Poutini and comments from employing companies and had awarded the scholarship to Dirk Hermsen. It was also suggested that the other two candidates should have their nomination added to their reference from TPP.

Motion: *“That Dirk Hermsen be awarded the NZDF Scholarship.”*

Moved: / John Butt Carried

10. ADIA – DRILL 2014 Gold Coast

Registration form and Hotel Booking Form has been received from the ADIA for Drill 2014 to be held on 19th – 22nd August 2014 at the Sofitel Hotel Gold Coast. A reduced NZ Member registration rate has been offered. Steve to discuss the previous arrangement of share of profit of conference for NZ Delegates attending. To be loaded to the website for members to download and also posted out.

Meeting closed at 3.20pm.