

# 25<sup>th</sup> AGM Secretary Report



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## Introduction

This is my first report as secretary, NZ Federation of Motoring Clubs Inc. Handover from Roy Hughes was smooth and effective.

The following efficiency gains and cost-saving initiatives were achieved:

## Zoom videoconferencing

Subscribed to the "Zoom Pro" videoconferencing communications service, resulting in the ability for the executive to quickly and easily meet for routine and special meetings.

This was particularly advantageous during COVID-19 lockdown periods, allowing the executive to regularly meet to respond and prepare updates and advisories to member clubs. It also allowed the leadership team to easily manage rescheduling the AGM.

Subscription is \$207.16. Estimated savings in travel & related expenses for meetings is about \$4,000 per annum.

This service now allows the executive to meet face-to-face twice yearly (including AGM) and twice via videoconference (more if required).

## Document Management System

FoMC electronic documents and files have been migrated from individual PC's to the Dropbox file sharing service, allowing the executive easy access to records in a secure and managed manner.

## Role-based mailboxes

Secretary, treasurer vice-president and president role-based email mailboxes were established, allowing correspondence to be person-independent and have a backup person to the role.

## Online Banking

The treasurer & secretary established online banking services, allowing effective financial management in a timely, efficient and fully audited manner.

A handwritten signature in blue ink, appearing to be "Chris Butler".

Chris Butler, Secretary