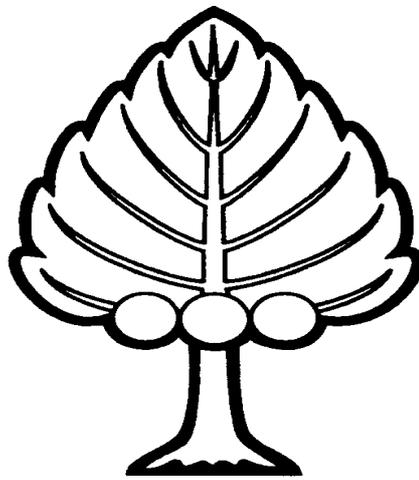


# **NEW ZEALAND TREE CROPS ASSOCIATION**



## **BRANCH MANUAL**

**A GUIDE FOR BRANCH COMMITTEES**

**[www.trecrops.org.nz](http://www.trecrops.org.nz)**

contact: National Secretary  
secretary@trecrops.org.nz

The branch manual is produced by the New Zealand Tree Crops Association Incorporated to help branch committees in managing their programmes, fielddays and committees. It is compiled by the NZTCA management committee, first issued in February 1992, and revised in March 2016. The Constitution (quoted in italics) gives the framework for the overall management of the association's activities and resources.

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## WHAT IS A BRANCH?

It is the powerhouse of the organisation.

It is a collection of New Zealand Tree Crops Association members living in one of 16 geographical areas in New Zealand. The committee is elected and organises local activities. These include fielddays to inform members and allow them to see the potential of their properties and promotional opportunities; social functions; it looks after the finances of the branch; it organises both fundraising and spending on crops of interest for its members.

It arranges teaching times for seed raising and gathering, propagation, grafting and budding.

To do this, it has a chairperson, secretary and treasurer and a number of committee members elected on an annual basis. These elected people take on a variety of tasks such as chairing meetings, keeping records of the meetings and the finances. It looks after its members and encourages them to attend branch functions and produces a newsletter to enable activities to be published. It sends a delegate to each annual conference of the national organisation to deliberate and vote for future directions.



## FROM THE CONSTITUTION:

### **Section 18. BRANCHES**

- (a) *The Association shall encourage the formation of its members into Branches. The formation of any Branch must be approved by the Management Committee, and Branches may be either Incorporated or Unincorporated.*
- (b) *The function of each Branch shall be to encourage investigation into tree cropping, to arrange meetings and field days, disseminate information, raise funds, and do anything to further the objects of the Association.*
- (c) *Each Branch shall have an Annual General Meeting not later than 31st March at which it shall elect its officers and receive and approve an audited or reviewed Statement of Assets and Liabilities and Financial Statement. Branch members shall be given at least fourteen days' written notice of this meeting. Members must elect annually at the Branch AGM to accept an audited or reviewed Statement of Assets and Liabilities and Financial Statement, though this election does not override the necessity for an audited version if so requested by Management Committee. A review must be carried out by a person with appropriate qualifications or experience to accept responsibility for approving the financial affairs of an Incorporated Society.*
- (d) *Each Branch shall elect its own Chairman, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by the same person.*
- (e) *The Committee of each Branch shall consist of its Chairman, Secretary, Treasurer and as many other members as the Branch elects or that committee co-opts, but shall not have less than five members.*
- (f) *Each Branch shall also elect one delegate as referred to in Rule 10 hereof. The Delegate may also hold other official positions in the Branch.*
- (g) *Within fourteen days of its Annual General Meeting each Branch shall send to the National Secretary a copy of its audited/reviewed and approved accounts, together with a report of its activities for the past year, and the names and addresses of its Officers.*
- (h) *All Branch cheques must be signed by no less than two people authorised by that Branch Committee or where internet banking is used, ensure that all transactions are approved at a duly constituted meeting and minuted.*
- (i) *If a Branch is wound up or goes into recess, all Branch records, minute books, bank statements and incidentals shall be forwarded to the National Secretary for safekeeping. Any residual funds after the payment of any accounts or financial commitments shall be transferred to the Association, to be held in trust and returned upon the reformation of the Branch.*
- (j) *If a Branch acts outside the provisions of this constitution, Management Committee may declare the Branch Committee out of order and call a Branch Special General Meeting to elect a new committee and/or to deal with particular items of business. Should Management Committee be unable to resolve the problem it may suspend capitations, take away its right to vote, or dissolve the Branch. Should dissolution of the Branch take place, any accumulated funds which have been collected in the name of the Association shall be liable to be forfeit to the Association, to be held in trust and returned to the Branch upon its reinstatement.*

# PROGRAMME PLANNER

## SET THE DATE

The branch committee will set the date for its branch AGM

The branch AGM should be held ideally well before the association (national) AGM to allow reporting to national. (The association AGM is held sometime after 15th March, usually on the Friday before the annual conference. See Constitution 8a)

Your AGM should be notified to members in the newsletter, giving at least 14 days notice.

## PREPARE FOR YOUR AGM

Prepare the accounts (ideally have them audited) and have copies of them made ready for the branch AGM.

Nominations for positions in the association and any remits to the association AGM should be discussed at this meeting

Elect a delegate to attend the association AGM

## AFTER YOUR AGM

Within 14 days after the branch AGM send the branch AGM report to the national secretary. Include: list of officers, chairperson's report, financial report and the name of branch delegate to conference. (See Constitution 18h)

If a branch wishes to promote a remit it should be sent promptly (two months notice required See Constitution 8d) with supporting information to the national secretary to allow time for it to be circulated to other branches for discussion before the association AGM.

## PREPARE FOR THE ASSOCIATION AGM

Branches will receive copies of remits from the national secretary.

At a branch meeting the Branch delegate should be instructed how to vote at the association AGM.

The date for capitations claim for the previous financial year is June 30th. (see claim form in Appendix)

# THE BRANCH PROGRAMME

A good program has:

- \* Good planning;
- \* Good balance (mixture of meetings, field days and socials)
- \* Good communications (newsletter/newspaper/radio/magazines);
- \* Good directions (location/map/start and finish times/ what to bring);
- \* Good follow-through (signposting/punctuality/someone in charge/ supplies eg coffee, tea, cups etc. thanks to the host.

**GOOD PLANNING:** Each step is important.

1. **Communicating.** The members are given plenty of advance notice of dates and functions by newsletter email or telephone call.
2. **Brainstorming.** This means getting as many ideas as possible at the AGM or other well-attended meetings for the branch committee to consider.

3. **Finalising.** The committee must finalise the planning to ensure the activity is properly organised on the day. The host or guest speaker will be contacted
4. **Reminding.** Members will need to be reminded via the newsletter just before the function, and given final details.
5. **Attending.** It is important that members are encouraged to attend and contribute their own enthusiasm, experience and guidance to others. Some fielddays may not be about the particular crop but also about water supplies or fencing etc.
6. **Analysing.** Have a debrief at the next committee meeting to make sure that fielddays are fulfilling the expectations of the branch committee.
7. **Reporting.** The next newsletter will cover the high lights of the function.

### **BALANCE YOUR PROGRAMME**

Encouraging good attendance at fielddays is the object of the branch committee. All of the above needs to be organised and agreed. The following is a list of activities to include to provide good variety in the program.

Field Days	Visits to orchards, gardens, budding & grafting workshops, proagation techniques, pruning demonstrations
Meetings	Visiting speakers, slide shows, video evening, discussion evening,
Social Events	New members night, barbecue, Christmas social, Pot Luck Dinner
Community Events	Stands at A & P shows, trade fairs
Trips away	Visits to neighbouring branches, organise a bus tour, or stay overnight
Combine with other local organisations	Farm Forestry Association, Small Farmers Association, Forest & Bird Society, Soil Association

### **MORE VARIETY**

- \* Put as much variety into your program.
- \* Move the meeting and field days around the district to cater for all,
- \* Change the day of the week. (Saturday or Sunday or whole weekend).
- \* Vary the start time (morning, afternoon or evening).
- \* Try different travel arrangements (eg. carpool, bus or minibus for trips).

### **KEEP MEETINGS LIVELY WITH CHANGE OF *PLACE FACE PACE***

- \* at fielddays keep moving, keep discussions at each station brief, deal with routine matters at meetings succinctly, deliberate on important matters, relax and chat afterwards.

### **COMPANIONSHIP**

The companionship of being a member is just as important as the learning and sharing.

- \* Make new-comers feel welcome. Introduce them to the group at the fieldday and through the

newsletter.

- \* Find out their interests and introduce them to appropriate members according to their particular interest.
- \* Offer people rides to meeting and field days.
- \* Have an informal period at every meeting, eg suppertime, to mix and chat
- \* Supply name tags for meeting and field days. Get NZTCA name tags from the Nelson branch,

## **COMFORT**

- \* The comfort of members attending branch functions is important. The venue needs to provide a reasonable degree of comfort if it is for a social function and have adequate parking.
- \* Careful arrangement of the seating can encourage participation by members. Seats need to be comfortable.
- \* Make sure that the size of the room is appropriate not too big, or too crowded. Large gatherings may need a sound system. Facilities for preparation and serving supper. Ensure good toilet facilities are available.
- \* Is it easy to find? Provide a map or explicit directions in the newsletter.
- \* Place directional signs if for fieldday.

## **FLDAYS**

- \* Field days should have a beginning and an end time. Be considerate to your members. A field day is not the right place for a long dissertation unless seats are provided.
- \* At field days consider whether members need shelter from wind, rain or sun.
- \* Meetings as part of a fieldday need to be brief.

## **MEETINGS**

- \* Keep meetings lively,
- \* Chairperson should ensure that both sides of an issue are aired. Summarise the options before asking members to vote.
- \* Encourage the quieter and newer members to contribute to the discussion.

# **THE BRANCH CHAIRPERSON'S DUTIES**

## **CHAIRING MEETINGS**

- \* An agenda must be prepared and circularised.
- \* Be punctual in starting and adhere to a stated finishing time.
- \* Deal methodically with each item.
- \* Where appropriate motions must be moved and seconded. Allow discussion, then put the motion for final decision. State clearly whether carried or lost.
- \* Be firm but fair.
- \* Be impartial. Members must be provided with information and guidance and allowed to come to the final decision without the chairperson imposing their will too heavily on others. Enough background information must be available to do this.

## **BETWEEN MEETINGS**

- \* The chairperson's duties do not finish when the branch meeting is closed.
- \* Branches need to have regular planning committee meetings.
- \* Keep in touch with the other members of the committee to ensure that the things that have been decided upon are carried out.
- \* Involve others as much as possible. The participation of members is essential to good branch vitality.
- \* Before meetings make sure an agenda is prepared. Normally the secretary will do this, but your input is needed and your decisions as to what needs to be achieved at this meeting.

## **PARTICIPATION**

- \* In any group there are the dominating participants and the quiet reserved types. Those non-participative types can be thinking hard, but are often not prepared to speak out. Two useful techniques are:
- \* Participating. Make a sure all points of view have been canvassed.

# **THE BRANCH SECRETARY'S DUTIES**

## **MINUTES**

It is the duty of the secretary to take the minutes of each meeting. At meetings any motions are carefully noted so that the wording is correct. On other items it is usually sufficient to take notes. but make sure the minutes are written up as soon as possible after the meeting so that all details can be recalled. Be sure to include details of which accounts have been approved for payment. (The Auditor will be searching the minutes to make sure no unauthorised payments have been made)

## **CORRESPONDENCE**

If the meeting asks for letters to be written then attend to them within the next few days. This will ensure that items are not overlooked. It is the job of the Secretary to write on behalf of the committee, and the opinions expressed must always be those of the committee, and not your personal opinions. However, it is desirable that to act with some initiative in replying to routine enquiries without waiting for the branch approval - these can be approved at the next meeting. Keep a record of all your inwards and outwards correspondence. Deal with routine matters promptly and refer all to the committee at the next meeting. If there is something which requires urgent attention, discuss the matter immediately with the chairperson without waiting for a meeting.

## **MEETING AGENDA**

Preparing the agenda is an important part of being secretary. Before each meeting, list all the matters which need attention. To ensure nothing is overlooked check last meeting's minutes and the correspondence. Contact the branch chairperson. to point out what needs attention. and see if there are any further items. Make copies of the agenda and minutes for the chairperson and committee.

## **LIAISON WITH NATIONAL MANAGEMENT COMMITTEE**

As Secretary you are the link between your branch and the association management committee. Please make sure you pass on to your branch any information from management committee and vice versa. Reply to routine association correspondence promptly and refer non-routine matters to your committee.

## **REPORTS TO NATIONAL MANAGEMENT COMMITTEE**

Following the branch AGM send the national secretary copies of:

- \* The branch report, listing branch officers elected. etc. The chairperson's annual report, Annual accounts & balance sheet, Branch statistics on meetings, etc. Statistics on research and development. (See Appendix for examples of these items.)

Before the association AGM notify the national secretary of your :

- \* Branch delegate to conference.
- \* Nominations for national offices.
- \* Nomination for the Dr Don McKenzie Award. (including a personal resume and the reason for nomination.
- \* Any remits (including explanations and possible means of implementation).
- \* Please study the programme planner at the beginning of this manual which lists the necessary actions leading up to and following your AGM.

## **SPECIMEN MEETING AGENDA**

1. Opening and chairperson's welcome
2. Apologies
3. Minutes of last meeting; read and confirm
4. Matters arising from minutes
5. Inward correspondence. Outward correspondence
6. Treasurer's report & accounts for payment
7. Special reports (eg last field day)
8. General business/Special business
9. Next meeting (Fix date. time and place)
10. Closure

Itemise particular items under the appropriate headings.

## THE BRANCH TREASURER'S DUTIES

The Treasurer's job is more than operating the branch bank account. The treasurer's role is wider and far more important than that. You are expected to:

- Record all branch financial transactions: inward and outward.
- Guide and advise the branch committee on branch financial matters, and warn your committee if it is overspending or if it needs more fundraising, etc. (See the section on making ends meet on Page 10.)
- Query each account to check if it is valid, and to ascertain whether it has already been paid.
- Follow up on any money due to the branch to make sure that an account is sent out and the money is received.
- Prepare the annual accounts for auditing/checking.
- Have the books completed as soon as possible after the 31st December.
- Make sure you have the audit completed before the branch AGM.
- Present the completed annual accounts to the AGM.

The branch treasurer should be computer literate and able to use a spreadsheet, or accounting software.

### CONSIDER MOVING TO INTERNET BANKING.

This will mean your branch agreeing to a single signature operation and changing your existing rules. Most organisations have a two signatories rule for signing cheques. Internet banking does not work this way. With the branch's approval, you can resolve to use internet banking with transactions being undertaken by the branch treasurer.

**IMPORTANT** This move implies a high degree of trust and integrity for the role of treasurer. It also means that management team must insist on frequent monitoring and reporting of finances with full transaction reports being made available.

With Internet banking, you can pay accounts, download transaction reports and even import these directly to accounting software such as cashbook.

Transfer of funds between cheque and an interest earning account will also benefit your branch.

HELP is available. Contact the NZTCA national treasurer.

### YOUR FINANCIAL YEAR

Your financial year should begin on 1 January and end on 31 December so the annual accounts cover this period. When you accept office ensure that you get EVERYTHING from the previous treasurer.

Check that you have the following items:

Cheque book

Deposit book

Receipt book

Account book

Cash book. if one has been kept

Bank statements

Computer files where relevant.

File of accounts already dealt with in your financial year

Any accounts due for payment

Last year's annual accounts & balance sheet  
Any "stale" financial records from previous years.

### **RECORDING FINANCIAL TRANSACTIONS**

This is important because the branch must know where money comes from and goes to so that it can do financial planning.

You must create "footprints" for all transaction so the accounts can be audited. This is called an "audit trail".

You must leave no doubt in people's minds of your integrity. Others must be sure you haven't either intentionally or by neglect "mislaid" any money.

### **HOW TO CREATE AN AUDIT TRAIL**

The general rule for keeping track of money is:

Keep and file every bank statement. Keep all invoices and receipts.

#### For money going out:

Make people give you an account if there is something to be paid for.

Have all accounts passed for payment at a branch or committee meeting, and make sure the secretary records these items in the minutes. (The auditor will later want to inspect the minute book to make sure all payments were authorised. )

Pay all accounts by cheque or Internet banking - not by cash. Fill in all cheque butts appropriately.

Get receipts for all payments made. Staple/pin the receipt to the account and file.

#### For money coming in:

Keep copies of all accounts that are sent out

Give receipts for monies received, recording what it is for.

Bank regularly.

Record banking details on the deposit book butt.

As for money going out. file any useful documentation.

### **THE GOLDEN RULE FOR TREASURERS IS:**

"Write a receipt for every cent received

And pay for everything by cheque or internet banking."

### **THE CASH BOOK**

You are strongly advised to maintain a cash book. You can do this with

- 1 A good old fashioned cash book available with specifically ruled columns and format.
- 2 A spreadsheet on your computer. Use the special functions of the spreadsheet to provide summaries and totals.
- 3 By far the easiest and best is to use a computer accounting program. Available free and simple to install and use, is CASHBOOK from [www.acclaim.co.nz](http://www.acclaim.co.nz)

It's free for small organisations where GST is not involved. A one off cost of \$120 will get you a more comprehensive system capable of dealing with GST.

(As used by the NZTCA national treasurer)

Many other accounting packages are available including MYOB and MS Money but these can be quite complex and costly.

A simple program like **Cashbook** actually makes the job so much easier. Provided it is kept up to date, it's simple to assess the financial situation throughout the year. Comprehensive reports are immediately available and it makes it easy to prepare the annual accounts.

## **MAKING ENDS MEET**

Don't wait till the end of the year to assess the branch financial viability. Check last year's annual accounts to see if the branch made a profit or loss and analyse why. Check that the income and expenditure which has already taken place this financial year and see if the same patterns are occurring. What further income can you expect and what further expenses need to be met? Look at the sources of income: can you increase the amount of money coming from these sources? Are there other possible sources of income? Think about the expenses and look for cheaper alternatives.

**SOURCES OF INCOME** for most branches are:

**Capitation:** The current procedure is for the branch to apply to the national treasurer for reimbursement of a "capitation amount per member" for Branch operating expenses. The capitation amount is determined each year by the Management Committee. (*currently \$9.00 per branch member where GST receipts are provided and \$7.83 where there are no GST receipts*). A special claim form is included in the appendix of this manual, or you can obtain a copy from the national treasurer. Claims can be made progressively throughout the year and should be accompanied by copies of GST receipts. Acceptable expenses where GST receipts in the year of the claim are provided are: newsletter expenses; postage; honoraria (if recipient if GST registered); hall hire; thank you gifts; fuel costs for officer travel; supper and function costs; conference delegate subsidy to the value of GST receipts provided; equipment (computer, sound systems, water heaters, gazebos, seating etc) plants and cuttings purchased for resale. Claims must be made no later than 30 June after the end of the year claimed for. (some latitude here!)

**Interest:** Note that various banks will pay interest on the accounts of non-profit making organisations. If you have an accumulation of funds. it is probably worthwhile to place some money on term deposit. It is usually not advisable to chase high-return investments. as these involve some risk. If the branch has some interest bearing accounts, this interest is usually taxed. The Inland Revenue has granted our association exemption from Resident Withholding Tax and this benefit also applies to the branches. Your statements and investment records will show if tax has been deducted. If so. you can notify your bank or Investment agency that your account is exempt. You will need to quote the IRD exemption number 17-979-408. A copy of the Certificate of Exemption is available from the national treasurer.

**Donations:** make sure a receipt is issued.

**Door charges:** Some branches have a small admission fee to meetings to help pay for hall hire and supper costs. Sometimes this is on the more informal "coin in a saucer at suppertime" basis. Income from plant sales and market days. Some branches run annual plant sale days. Not only is this a good way to add to branch funds but it also is a great way to re-distribute interesting plant material amongst members and to the public. Some branches ask their members to donate plants for sale, others just take a commission of say 10% on all sales.

**Advertising:** Some branches help to pay for the cost of producing their newsletters by charging a small fee for members and others to advertise in their newsletter.

**Grants:** Some branches have been successful in securing funding for special projects by applying for one of the various grants that may be available. Remember that there is a great deal of competition for these grants, and you must not only have a worthwhile project to qualify but you must also go to some trouble to prepare and present your case.

**GRANTS may be made from NZTCA funds** for research work; innovations and special projects. Apply for a grant to the NZTCA secretary or president or management committee member. A clear application and a practical budget is required.

**Special fundraising projects:** These are not very common. but every now and then an opportunity will present itself.

**EXPENSES** The main expenses are likely to be:

**Newsletter costs** (postage and photocopying), Newsletters are most important to the successful running of Branch functions and in many cases are the only contact a member has with the Branch. Careful timing of the newsletters can often circumvent producing "emergency" newsletters - those advertising some function because you forgot to give the members the details. Many branches are able to negotiate "special" prices if they are producing regular newsletters or long runs. Secretarial supplies (paper, envelopes, stamps). When shopping for supplies, check out several sources as prices sometimes vary greatly

**Advertising:** Some branches advertise their activities through local newspapers or radio stations. This is a good idea, but can prove very expensive. Look for the cheap ways such as the "coming events" section which some community newspapers provide free of charge. This is often possible on local radio stations too. Approach your local media and ask what their rules are.

**Project costs:** There are many useful and exciting projects carried out by the various branches and these should be encouraged even though they result in some cost to the particular branch. However, it is worthwhile to examine the cost structure of such projects to identify any potential savings.

**Members' expenses:** It is normal in most branches for members of the committee to be re-imbursed for any out of pocket expenses such as toll calls, particularly when no honoraria are paid.

**Honoraria:** Most branches do not regard it as necessary to pay an honorarium to the chairperson and/or the secretary. It might be more in order to do this if the branch is involved in a large project such as organising the association annual conference when it should be taken as a charge against the project rather than against the branch.

## **TREASURER'S CHECK LIST FOR MEETINGS BEFORE MEETINGS**

- Reconcile bank statements and update the cashbook.
- If using computer software: print a transaction report and trial balance summary for the dates from year start to current date.
- Prepare a brief statement of the current financial situation, i.e. how much is in each bank account, and also comment on any expected
- income and expenses still outstanding.:
- Prepare a list of the accounts due for meeting, include details of amount. Have a copy for the secretary so that minutes record the approval. (The transaction report will handle this)

If necessary, take the cheque book and receipt book with you. (Cheques can be written out prior to the meeting, ready for signing. Notes on cheque signing authority. P17.)

## **AT THE MEETING**

Add to your list any extra accounts for which the meeting approves.

Make a note of any other instructions you may have been given. eg transfer money to a Savings account. claim capitation expenses from national treasurer.

## **AFTER THE MEETING**

(If using cheque systems)

Write out cheques for all approved payments and get them signed by the other signatory - then sign them yourself. (It is usually easier to get this done while still at the meeting.)

Make sure everything has been attended to.

Enter details in your cashbook.

You are welcome to ask for assistance from the national treasurer.

## BRANCH NEWSLETTER EDITOR DUTIES

The newsletter editor is the link between the branch committee and the members. For many members the newsletter will be their only point of contact with the branch. Each newsletter will strive to be interesting, topical and informative. Check with the branch chairperson to ensure you have included everything and have the details correct.

Electronic copies of newsletters are valuable for publicising upcoming branch events on the NZTCA website. Event information is extracted for display on our 'Events' web pages, which brings us many new members.

### TOPICS TO BE COVERED

- Details of coming events: This means advance notice of activities which may be some time away, and full details of any activity which will take place before the next newsletter. Include the date, time, place, how to get there (a map may be useful), what to bring, what there will be to see or hear, and the expected finishing time. The arrangements in case of bad weather, and who to phone for further details should also be part of the instructions for the day.
- Brief reports on activities that have taken place since last newsletter. This may include comment from the property owner and a member selected to write the report. Any Association or Branch news which may affect members.
- It is particularly important for new members to be acknowledged and to encourage them to attend meetings or field days.
- Any association or branch news that may affect members.
- Interesting snippets of information from magazines or the internet.

### SOME TIPS ON WRITING YOUR NEWSLETTER

Things to include.

#### **Copyright statement.**

Articles in this newsletter may be reproduced provided that credit is given to the New Zealand Tree Crops Association and the author concerned.

#### **Disclaimer.**

Whilst care has been taken, NZTCA accepts no responsibility for errors or omissions, or for any consequences arising from reliance on information published.

#### **Safety Declaration.**

For the purpose of field days, the properties we visit are designated work places. As there are multiple hazards, please take particular care.

Parents are responsible for their children."(also possible dog etiquette.)

Compile your newsletter in liaison with the branch chairperson. Time your delivery carefully to cover branch functions.

Make notes of any interesting items you might be able to use. Keep a folder with cuttings and notes.

Look at other branch newsletters for ideas. (You will receive copies of all other branch newsletters.)

Solicit contributions from members.

Make the layout easy to read. Photographs are fine and will define how the newsletter is reproduced for publication. Envelopes need not be used if a blank space is left for the address label on the back of the page. Fold in half and sellotape or staple.

### LABELS

- Contact the NZTCA membership secretary at least a week in advance for a label run for your

branch to be posted to you. It is necessary to ask for this each time as the list changes with resignations and new members joining.

- A full list of branch members, associate members, overdue members and new members will be provided. These will be emailed as excel files. (Instructions for turning the main list into an Outlook file for emailing newsletters if desired is at the end of this section.
- A full set of labels will be sent on request.
- A shorter set of labels can be requested for the members and associate members only who do not have email addresses.
- These lists should be passed on to the chairperson, secretary and branch committee members.
- The list of newsletter editors and management committee. Newsletters should be sent to these addresses as emails.

## **EMAILING NEWSLETTERS**

Most newsletter editors are sending their newsletters by email. Remember that not all people have broadband and keep the file size reasonable. They can be turned into a pdf. Or the newsletter file copied and placed into the body of the email. If this is done then all formatting is retained. The list of members can be split so it does not become designated “spam” by your ISP.

Email lists are included in the list of branch members and can be sent by email instead of paper if requested.

It is important that an electronic newsletter be emailed to the following. Their emails are available in the front of the Tree Cropper:

Britt Coker, TreeCropper Editor      treecroppereditor@treecrops.org.nz  
Sharon Watt, NZ Tree Crops Web Manager,      webber@treecrops.org.nz  
Ev Smith, Membership Secretary.      membership@treecrops.org.nz  
Andrew Hutson National Secretary      secretary@treecrops.org.nz

## **BUILDING AN EMAIL LIST FROM A MEMBERSHIP SPREADSHEET.**

Email programs such as OUTLOOK and OUTLOOK EXPRESS can import the data from a spreadsheet and be used to create e-mailing lists.

The secret is to change the import format to CSV (comma separated values)

Here are the steps:

- 1      To create the \*.csv from the spreadsheet  
Open the Excel file  
Delete any columns not needed  
Delete any entries with no email address [you can sort on the email address and block delete]  
Save As *File Name* the Save as type csv (comma delimited) and remember where this file is located.
- 2      Go to OUTLOOK or OUTLOOK EXPRESS
- 3      Create a new Folder in the Contact file eg NZTCA Branch
- 4      FILE/Import or Export
- 5      Import from another file
- 6      Choose Comma Separated Values (Windows) [\* .csv]

- 7 Browse to find your CSV file to import
- 8 Select Destination File as created in Step 3
- 9 Match Custom Fields select Map Custom Fields  
SName to Last name; FName to First Name; email to e-mail *(this will line up the data from the CSV file to field names in the mail program)*
- 10 IMPORT

If you still have trouble, or you are using a mail program other than Outlook or Outlook Express, you will have to Google for advice or read the help screen of the program.

## DRAFT NEW SECTION



**NZTCA and the PRIVACY ACT 1993 Draft March 2016 A Hutson National Secretary**

The New Zealand Tree Crops Association Inc maintains a database of its members at a national level. The Association's operation and management of data conforms to the requirements of the Privacy Act 1993.

Principle 1 Purpose: The information is collected to enable the Association to

- manage the annual subscription process;
- print labels for the distribution of the quarterly magazine, TreeCropper;
- supply membership listings to officers of the Branches so that they can organise field days and meetings matching member interests;
- supply listings of new and retiring members so that Branch Officers know of changes;
- provide the National Management Committee of the status of the organisation and essential planning information;
- provide a directory for all members listing branches, national and local officers and their postal, email and phone contact details. This directory is supplied only to members;
- provide the necessary information for the Association's national officers to be contacted through the website and publications.

Principle 2 Sources: The information is provided from membership application forms completed by the applicant either on paper or online through the [www.treecrops.org.nz](http://www.treecrops.org.nz) website. No other source is used. The information fields are those required to name the member; provide postal and email addresses; contact phone number; branch(es) allocated; date of joining or cessation; particular treecrops interest selected from a list; membership status; branch officer position held; subscription and payment dates and amounts; and memos relevant to that membership.

Principle 3 Obligations of NZTCA: The information is collated by the Membership Secretary and entered to an electronic database. It is checked for accuracy (spellings; addresses; period of renewal; subscription dates; donations)

The original application forms are held for the first year to ensure that the information is accurate.

Principle 4 Manner of Collection of Information: The membership request may be completed on a paper form or the on-line website. Each annual renewal notice preprints information held and if changes are necessary, the member supplies the corrections. The database is then updated. The previous information is overwritten.

Principle 5 Storage and Security: The national database is held on the membership secretary's personal computer with the backup data file stored on Dropbox cloud storage. Authorised officers of the

Management Committee have read-only access to the backup file but not the live listing. Listings sent to branch officers are in electronic or printed form and can be used by the officers of the branch for branch management purposes only.

Principle 6 Access: Any officer of the Association can request listings from the Membership Secretary provided the purpose is for the management of the Association. Any member would be able to request a copy of the information held on that member, from the Membership Secretary.

Principle 7 Correction: see principle 4;

Principle 8 Accuracy: see principle 4; To acquire bulk postal rates, the addresses in the mailing are checked annually by an approved agency to obtain a statement of accuracy (SOA).

Principle 9 Retention: The database accumulates all memberships over time. When membership ceases, the entry is flagged, but is not expunged. Any such flagged entry does not appear on current listings, but is held for archival purposes. Often memberships which have lapsed are reinstated on the payment of the subscription.

Principle 10 Limits on use: Membership information is restricted to members only. Any listing is provided for the purpose requested only and cannot be distributed to non members or other organisations.

Principle 11 Disclosure limits: see principle 10. Any listing carries a reminder that the listing is for branch or national management purposes only.

Principle 12 Use of Unique identifiers: Each membership has a unique membership number for the sole purpose of ensuring a correct match. The unique ID has no imbedded codes.

## Q & A: What does this mean for Branch Officers?

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*Who holds the national membership listing?*

The National Membership Secretary on behalf of the National Treasurer.

*Can the Membership Secretary provide a listing to non members, other organisations and/or commercial entities?*

NO. The only existing approval is for the mailout of the TreeCropper where specific data fields are supplied to the printer. This data table cannot be used for any other purpose.

*Who can obtain a spreadsheet listing of branch members?*

Any officer of that branch provided the reason for the request is legitimate.

*What happens if the listing request is outside the general guidelines?*

The request is referred for a National Management Committee decision.

*Who is responsible for the use of the list or sub-list?*

The Branch's management team.

*Can that list, or a sub list, be circulated to other members of the branch?*

Yes - for Tree Crop Association purposes only - eg: putting members in touch with other members; arranging field days and functions; distribution of Branch newsletters and notices; canvassing for officer elections and Association business.

*What message is necessary on or with any Branch listing provided?*

The date of the listing " as at date"; Officer or Branch supplying the listing; A note restricting the availability of the list to NZTCA members only.

*Can a branch publish contact details of Branch and National Officers?*

Yes. But limited to role, name, and contact details. Address is optional. The NZTCA Directory provided on the renewal of membership, the TreeCropper and the website conform to the accepted format.

[This new privacy section has yet to be approved by the National Management Committee.]

## **BRANCH MEMBERSHIP CONVENOR**

The branch membership convenor is the keeper of the branch membership lists. This means keeping the list in order in liaison with the national membership secretary. Making sure that members are financial, addresses are correct and that contact is made regularly with members, particularly new members.

This person in this position will work closely with the other members of the branch committee and pass on any changes to the National membership Secretary.

## **BRANCH ANNUAL GENERAL MEETING (AGM)**

The constitution states that each branch must hold an AGM before 31st March each year and all branch members must receive fourteen days written notice of the AGM. The meeting need not be very formal. but it must be held.

### **SUGGESTED AGENDA FOR BRANCH AGM (and supporting notes)**

Welcome	Chairperson declares meeting open and welcomes all.
Apologies	These are noted and recorded.
Minutes	Secretary either reads the minutes or they are taken as read if distributed. If agreed by the meeting they are a correct record then they are passed.
Matters arising	Any matter that arises should be discussed or left to later in the meeting.
Chairpersons report	The chairperson usually reads the report, which reviews the years activities, and thanks the committee. It can note any outstanding matter or future activity that may be planned. This report is then received.
Treasurer's Report	The treasurer will distribute a printed set of the financial statements, and will bring to members attention the main items. He/she will also answer any questions, before recommending the approval of the accounts.
Election of Committee	Prospective officers should be approached first, as a courtesy, and to make sure they are interested and available.
Chairperson	If the chairperson is standing for re-election, it is normal to hand the meeting over to the secretary while the election for this position takes place.
Secretary	This can be split into the minute secretary and secretary.

Treasurer Committee	This can be combined with the secretary The committee needs to be about 6-8 or it becomes too unwieldy.
Newsletter Editor	This office holder needs to be able to write or collate the newsletter contents and gather a group to publish and mailout to members.
Membership Convenor	One of the committee, to keep membership records. This person works closely with the newsletter editor.
Auditor	Can be determined at the AGM or later by the committee. Not necessary for small branches.
Cheque Signing Authority	Usually the chairperson, secretary and treasurer are on this list with 2 signatures required on each cheque. Banks have forms for registering these authorities.
Conference Delegate	This position will be elected at the branch AGM. Financial assistance should be agreed for this person to represent the branch at the next conference
Conference	It is preferable that all matters related to the association's AGM be dealt with at the branch AGM so that details can be forwarded to the national secretary (see the Programme Planner).  Nominations for national officers will be discussed where appropriate changes are to be made. Notification is usually from the national secretary. A branch can nominate for any position even if the incumbent has not indicated they wish to stand down.
	Patron National President NI Vice President SI Vice President Dr Don McKenzie Award Honorary Life Members (if proposed)
Remits	If the branch has any remits to the association AGM they should be discussed. These can be to alter the constitution (there are rules for this) to change to systems of the association or to make recommendations for the public attitude of the association.  Remits moved by other branches will be sent out by the national secretary and these should be discussed so that there is an agreed position to guide the branch delegate at conference.
General Business	This item on the agenda is a for members to bring matters of concern to the incoming committee.
Meeting Closure	A finishing time should be stated at the beginning of the meeting. When all business has been completed thank all members for their attendance and support declare the meeting closed.

## Timing of AGM

This is a requirement in the constitution and if this is not possible then an application must be made to the management committee . It can be added on to a fieldday visit or be a meeting on its own.

## **ACTION GROUPS**

Action Groups have not been activated in recent years but are noted in the constitution and can be organised at any time that is appropriate after application to the national management committee.

Within the association those members who share a deeper interest in a particular crop, irrespective of which branch they belong to, can join together to form an action group. These action groups can operate at various levels of activity. from loosely organised discussion groups, to well-organised committees with clearly stated objectives. In general, Action groups with definite objectives make more progress in establishing new tree crops. Their activities can be broadly categorised as:

collecting written information from New Zealand and overseas about their particular crop.

Locating and evaluating plant material.  
Gaining first-hand experience of such things as climatic requirements, disease and pest control, propagation techniques, management systems, crop handling, etc.

### **ACTION GROUP COMMITTEES**

Action Groups are part of the association and must act within the rules of the association. (See the Constitution and By-laws.) The objectives of the action group must be compatible with association objectives. Action Groups have a responsibility to report to NZTCA management committee at least annually and to make available to the management committee an annual report and balance sheet. The national secretary should also routinely receive copies of action group minutes and newsletters. Each action group must have a convenor (or a chairperson) If it is decided to be more than just a friendly discussion group a committee must be elected.

The guidelines for running a committee are the same as for branches and the earlier sections of this booklet apply. Clarify the objectives. Hold an AGM. Have an official secretary to keep records. If funds are involved, open a bank account, more than one cheque signatory and have the accounts audited.

### **ACTION GROUP FUNDING**

Any Action Group which the management committee considers to have a sufficient number of supporters and level of organisation becomes eligible for an establishment grant of up to \$500 from the association. However no capitation monies are paid by the association, so action groups must make their own arrangements for funding their activities. Some action groups charge their members a small annual fee to cover the cost of producing newsletters, or to fund research activities. Other fundraising has been through the sale of seed, scion wood, grafted trees. etc.

### **VOTING RIGHTS FOR ACTION GROUPS**

Action Groups can at any time apply to management committee for voting rights at the association annual general meeting. The management committee is authorised to grant voting rights to active and properly constituted action groups and to withdraw voting rights if appropriate.

## **NEW ZEALAND TREE CROPS ASSOCIATION ANNUAL CONFERENCE**

Branches take turns to host the association annual conference. It is usually held on alternate years in the North and South Islands. Branches wishing to host the conference should apply to management committee at least two years before the event. Management committee will determine the successful applicant. As soon as a branch has been selected to host an annual conference, its planning committee should be formed. It usually takes more than a year to complete the arrangements. Dates and venues can be booked and the organising of the general program can begin.

The branch is arranging the conference and annual general meeting on behalf of the association, it must keep management committee at all times fully informed of all arrangements made and appoint a member to liaise with and report to management committee regularly. The national secretary should receive a copy of all minutes. It is seldom necessary for management committee to overrule decisions made by the organising committee and good communication between the two committees avoids misunderstandings.

In planning the conference programme and in conjunction with management committee a suitable time and room must be arranged for holding the delegate's meeting and the association annual general meeting. Generally a management committee meeting is held prior to these meetings and a room is required. Preparation of the AGM agenda is the responsibility of the management committee.

### **FINANCE**

The organising committee should open a special bank account for conference income separate from the branch and will be closed at the termination of all transactions concerned with the event – usually about 3 months afterwards.

To assist the organising committee it has been customary for the branch to apply to the management committee for a sum of money as a float to be paid back at the end of the event.

A copy of the audited accounts must be sent to the national treasurer.

The organising branch and the association must agree to a contract setting out how any profit (or loss) remaining after all expenses have been met and any particular features to be included in the event. If an auction or plant sale is held, the branch keeps the profits from this.

### **PUBLICITY**

The organising committee is responsible for arranging suitable publicity for the conference such as articles in the association's journal *The Tree Cropper*, newsletters, notification to branches and articles in various newspapers and magazines. The organising committee is also responsible for the preparation and distribution of registration Forms. However, if prior arrangements are made. These will be printed in *The Tree Cropper*.

## **NATIONAL MANAGEMENT COMMITTEE**

The management committee is the governing body of the association, elected annually at the association AGM. Its main function is to co-ordinate and direct the association. It must work within the constitution to fulfil the needs of individual members, and to guide and assist branch committees and action groups. The exact way it does this will change over the years. according to the needs of the time and the requirements of our members.

### **MEMBER SERVICES**

Currently the management committee is providing the following member services:

- \* Collection of Members' subscriptions and forwarding capitations to branches on request.
- \* Publication of a quarterly magazine The Tree Cropper
- \* Promotion of the association. through articles and advertising.
- \* Appointing and supporting Tree Crops research co-ordinators.
- \* Arranging for the distribution of theaAssociations current publications.
- \* Providing and updating the members handbook and Directory. This lists association and branch officials.
- \* Making representations to Government and other organisations on Tree Crop issues.
- \* Such other services as required.

### **ASSISTING BRANCHES AND ACTION GROUPS**

- The management committee members see their role not just as responding to remits and requests from branches. but also as promoting new ideas and new projects.
- Support branches to operate effectively and within the rules of the association.
- Visit branches from time to time to give encouragement in their activities or offer advice if requested.
- Their ability to provide the above services will depend. to a large extent on the co-operation and assistance received from branches and individual members.

### **CONCLUSION**

NZTCA aims to encourage people in growing tree for cropping. It is the job of the branches to organise functions for their members.

## RESEARCH COMMITTEE

This group has an advisory function to the NZTCA management committee. Requests for funds are routed from management committee, or direct to the research committee. The research committee co-ordinators are chosen for their expertise in research and/or experience in fruit tree trials and other relevant activities. They often have their own research programmes and interests, and are also available for advice on research from members. The current research co-ordinators are listed in the back of each issue of the Tree Cropper.

Two types of grants are available. The research committee can only recommend action by the management committee on an application for grants, to either support or decline (with reasons). It has no power to grant monies.

The branch Innovation Fund is for start-up research, e.g. fruit tree trials and is limited to \$1000. The main aim is to encourage research from branches and it is understood that applicants may not have had previous experience of research. It is available to groups or individual members of the NZTCA, but must be forwarded via the branch (and hence have their approval). The amount of this grant will change and applicants should check this out.

Grants of no fixed amounts are available for new or on-going research, usually of national importance. Grants in this category will usually be to those individuals or groups with an established “track record” and need to be supported by documentation of the aims, methods and evaluation of data. These applications will also usually have the approval from a local branch of the NZTCA.

When a grant is approved, applicants are required to write an annual report, and a final report on completion of the research to the national secretary, with a copy to the chairperson of the research committee. Applicants are encouraged to write an article on the research activity for publication in the Tree Cropper.

## **HONORARY LIFE MEMBERSHIP**

The constitution allows for the election of an Honorary Life membership. This award is not made lightly, or even annually, but in order to recognise the very special contribution a member has made to the Association. It is the highest accolade the New Zealand Tree Crops Association can do to honour the work and commitment of a member.

For consideration a nominee would normally:

- Have demonstrated quality leadership at all levels of the association.
- Be highly respected by the current membership.
- Consistently demonstrate the values of the New Zealand Tree Crops Association.
- Be committed to the ongoing development of the New Zealand Tree Crops Association.

The process for this award is for a branch to make an application with supporting information to the management committee for consideration prior to the annual general meeting.

The management committee may also decide to make a recommendation for this award.

If agreed it will be presented at the annual conference.

## **DR DON MCKENZIE AWARD**

This award is named in honour of the late Dr Don McKenzie, who died tragically in a motorcar accident in 1987. Dr Don, as he was known, was one of the founding members of the association and worked for the Department of Scientific and Industrial Research. His special interest was apples, and his contribution to that industry was considerable. The 'connoisseur' apples that are now grown by apple lovers throughout New Zealand are a collection of Dr Don's old-time favourites.

The trophy is a fossil walnut thought to be between 8 and 9 million years old and was presented to Dr Don in 1983 when he attended a World Seminar in Germany. He in turn donated it to the association. Now mounted in an epiglass block, this handsome trophy is awarded annually to a member who has made a 'significant contribution to Tree Crops.'

The process is for each branch to make a nomination with a personal resume and the reason for nomination. This is sent to the national secretary prior to the annual general meeting. A paper vote is taken at the delegates meeting and the award made at the conference dinner.

## **BRANCH AND ACTION GROUPS ANNUAL REPORTS**

All branches and action groups must hold their annual general meetings before the end of March. Following the AGM one of the first duties of the secretary is to send the national secretary - a report on that meeting and on the year's activities. It is most important for these details to be sent promptly so that management committee has an up-to-date list of branch officials. and is able to compile the financial and statistical reports which must be completed

Please fill in the details below. and attach copies of the other required reports. Name of branch or action group.

Date of annual general meeting      Branch officials elected: (give name, address, phone number & email)

Chairperson:

Secretary:

Treasurer:

Newsletter Editor:

Branch delegate(s) to conference:

Please attach: Copy of chairperson's annual report

Copy of simplified financial statement

Report on research and development.

Branch annual activity summary.

Return to:      The secretary, NZTCA (see latest directory)

These are to be returned within fourteen days of your AGM.

# SIMPLE FINANCIAL STATEMENT for REPORT

## ANNUAL ACCOUNTS & BALANCE SHEET as 31 December 201\_

Branch: \_\_\_\_\_

### 1: Income & Expenditure Account For Year Ending 31 December 201\_

#### \$ EXPENDITURE

Capitations	200,00	Newsletters	200.00
Interest	20.00	Stationery	75.00
Donations	50.00	Advertising	25.00
Door Charges	150.00	Hall Hire	120.00
Plant Sales	320.00	Members Expenses	20.00
Advertising	15.00	Honoraria	50.00
Grants	20.00	Delegates Expenses	100.00
		Exc. Inc. over Exp.	185.00
	<u>\$775.00</u>		<u>\$775.00</u>

### 2: Balance Sheet For the Year Ending 31 December 201\_

#### ASSETS

Savings Bank \$ 705.00

#### LIABILITIES

Accounts Payable \$ 25.00

**\$ 680.00**

#### MEMBERS FUNDS

Balance 1 January 201\_ (last year) \$ 495.00

Excess Income over Expenditure \$ 185.00

**TO BALANCE \$ 680.00**



## RESEARCH & DEVELOPMENT REPORT

[NZTCA is required to furnish an annual report on research & development the Department of Statistics. It is also a requirement for the IRD dispensation as a legitimate R & D concession.]

Branch or action group:

Financial Year ending 31st December 20\_\_

### Expenditure on Research & Development:

Wages & Salaries (exclude volunteer work) \$ \_\_\_\_\_  
Capital expenditure (equipment, vehicles, buildings, etc.) \$ \_\_\_\_\_  
Other expenses (materials, repairs, publications, etc.) \$ \_\_\_\_\_  
Total expenditure \$ \_\_\_\_\_

### Source of Funds for Research & Development:

Existing funds \$ \_\_\_\_\_  
- Subscriptions \$ \_\_\_\_\_  
- Donations \$ \_\_\_\_\_  
Other fund raising \$ \_\_\_\_\_  
Grants (give details) \_\_\_\_\_  
Other (give details) \_\_\_\_\_  
Total funds provided: \$ \_\_\_\_\_

### Volunteer Work:

Estimated time spent by volunteers on R & D \_\_\_\_ man hours.

Even if no R & D was undertaken, please complete & return the form.

Retain one copy for your own records. Return one copy within fourteen days of your AGM to  
The national secretary, TCA (see latest Directory or Treecropper for address)

*Name and email of person for contact purposes:*



# N.Z. Tree Crops Association Inc.

## CLAIM FORM FOR CAPITATION PAYMENT

I submit this claim on behalf of

Branch	
For which year?	
Pay to BANK ACCOUNT	
Send advice note to (give email address)	

Branches may claim the capitation grant based on their membership as at 31 December of the previous year. The membership number includes associate and life members.

We will do the calculation for you based on the NZTCA database.

*Office use only*

Full Members:            + Associates:            + Life:            = TOTAL:

Maximum payable TOTAL m/ship @ \$9.00	
Value of GST valid receipts attached: <i>Can be more or less than max. payable</i>	

*Where no receipts are supplied, any balance is paid at the GST exclusive rate because NZTCA has already paid the GST on your behalf. NZTCA claims back the GST on the receipts provided.*

Calculation (office use only)

A With valid GST receipts Attached	@ \$9.00	
B Balance (no receipts)	@ \$7.83	
	TOTAL	

Send with receipts to:

**NZTCA National Treasurer  
Clive Lock  
45 Tuapiro Road  
KATIKATI 3170**

An email or hard copy of this Branch Manual is available from the Membership Secretary. Also available to each Branch is the Constitution and Bylaws from the National Secretary. All are available on the Members only part of the website.

Members renewing their subscription and New members will receive a copy of the current Handbook and Directory.