



Parents of Vision Impaired (NZ) Inc.

Providing a community to support parents of children with vision impairments

AGM 20 October 2024

PVI member documents

AGM Notice	3
Karakia	3
AGM Agenda 2024	4
2023 AGM Minutes - draft	5
2023 SGM Minutes - draft	4
2024 Reports (1 July 2023 to 30 June 2024)	2
Election of Officers	6

AGM Notice

NOTICE OF PVI 2024 ANNUAL GENERAL MEETING

Notice is hereby given for the Annual General Meeting (AGM) for Parents of Vision Impaired (N.Z.) Incorporated to be held at 10:00am on Sunday 20 October 2024 at The Novotel Airport Hotel, Christchurch.

Holding an AGM is not just a constitutional requirement, but also essential for upholding PVI's commitment to transparency and accountability as a registered charity and incorporated society.

Karakia

Karakia Timatanga (to open a meeting)

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atākura He tio, he huka, he hauhū Tihei mauri ora!	Get ready for the westerly and be prepared for the southerly. It will be icy cold inland, and icy cold on the shore. May the dawn rise red-tipped on ice, on snow, on frost.
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Karakia Whakamutunga (to close a meeting)

Kia tau ngā manaakitanga a te mea ngaro ki runga ki tēnā, ki tēnā o tātou Kia mahea te hua mākihikihi kia toi te kupu, toi te mana, toi te aroha, toi te Reo Māori kia tūturu, ka whakamaui kia tina! Tina! Hui e, Tāiki e!	Let the strength and life force of our ancestors Be with each and every one of us Freeing our path from obstruction So that our words, spiritual power, love, and language are upheld; Permanently fixed, established and understood. Forward together!
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AGM Agenda 2024

10:00am start

Welcome by the Chair

Proxies and Quorum

Apologies

Minutes of 2023 Annual General Meeting (Minutes in full below)

Minutes of 2032 Special General Meeting (Minutes in full below)

Matters Arising from 2023 Minutes - Updated financial report. At the 2023 AGM the financial accounts were draft. The annual audit has since been completed, with some reporting changes. The final set of accounts for the financial year ending 30 June 2023 is included in the AGM Documents.

Move acceptance of the final accounts.

Reports: These are provided in full below

Chairperson's Report 2024

Review of operations year end 30 June 2024

Financial accounts year end 30 June 2024

Election of Officers:

Appointment of Scrutineers

Board position: Upper North Island.

Nomination received: William McGrath

Board Position: Central North Island.

Nomination received: Dan Barratt-Boyes

Board position: Upper South Island.

Nomination received: no nominations received

Board position: Tangata Whenua.

Nomination received: Justine Edwards (incumbent)

Board position: Anywhere in New Zealand.

Nomination received: Tirzah Shepherd (incumbent)

General Business:

1: Appointment of Auditor

2: Subscriptions

3: Any other general business

Close of AGM by Board Chair

2023 AGM Minutes - draft

MINUTES OF THE ANNUAL GENERAL MEETING FOR PVINZ INC. 5 November 2023 at the Movenpick Hotel, Wellington

Meeting opened at 9:30 am by Judith Hyslop (Board Chair). Minute taker: Rebekah Graham.

PRESENT: Rebekah Graham sent around an attendance record. A full list of the 42 attendees follows these minutes.

PROXIES: There were 14 proxies tabled. Rebekah confirmed proxy numbers. Proxies are listed after the list of attendees. Moved acceptance of proxies: Judith Hyslop. Seconded: Stacey Dodd. All in favour, no abstentions, carried.

QUORUM: According to our Constitution Rule 8.4, the quorum for an Annual or Special General Meeting shall be four percent (4%) of the members eligible to vote. Rebekah confirmed numbers represented a quorum.

APOLOGIES: apologies were received from:

- | | |
|----------------------------|-------------------|
| - Raewyn Holland | - Kevin Manson |
| - Pascale Parenteau | - Andy Carpenter |
| - Christine & Nigel Pask | - Jessica McGrath |
| - Diligent & Sara Stedfast | - Kay Matthews |
| - Blake Herbert | |

Moved acceptance of apologies: Joe Graham. Seconded: Don Fairgray. All in favour, no abstentions, carried.

SGM 2023: Judith Hyslop moved that we ratify the motion passed and accepted during the 2023 SGM. Seconded: Justine Edwards. All in favour, no abstentions, carried.

MINUTES of 2022 AGM: Minutes of the 2022 were circulated online via email, are available on our website, and are included in the AGM documents. It was noted from the floor that Justine Edwards, David Swney, Sonja and Andy Carpenter, Larni-Jean Porou were missing from the attendance register. Rebekah requested that all sign the attendance register as this is what is used to record attendance.

Moved to accept the 2022 AGM minutes as a true and accurate record (with change to attendee records as noted above): Judith Hyslop. Seconded: Peter Graham. All in favour, no abstentions, carried. Secretary to print a copy of the updated minutes. Chair (Judith Hyslop) to sign the updated 2022 minutes.

MATTERS ARISING from the 2022 AGM Minutes: There were no matters arising.

REPORTS:

- Chair Report: Copies of the Chair Report were circulated to attendees. Judith Hyslop (Board Chair) summarised key points to Members.
- Review of Operations: Copies of the operations report were circulated to attendees. Rebekah Graham (EO) summarised key points to Members.
- Financial Report: Copies of the financial report were circulated to attendees. Nick Mackay (Treasurer) summarised key points to Members.

Questions on the reports were invited. There being none, reports were accepted.

Moved: William McGrath. Seconded: Phil Parahi. No abstentions, all in favour, carried.

ELECTION OF OFFICERS:

Joe Graham and Nick MacKay were appointed as scrutineers. The Chair (Judith Hyslop) then asked for the EO (Rebekah Graham) to facilitate the Election of Officers. Rebekah advised the membership of nominations that had already been received and asked for those that were the only nomination for the position to be declared appointed. Rebekah therefore declared the following members elected to the following positions:

- Upper North Island: two-year term. Stacey Dodd elected
- Anywhere in New Zealand: one-year term. Tirzah Shepherd elected
- Lower South Island: two-year term. Judith Hyslop elected
- Tangata Whenua: two-year term. Phil Parahi elected

Rebekah noted that no nominations had been received for the following positions:

- Lower North Island (two-year term)
- Upper South Island (one-year term)

Rebekah noted that the PVI Board had received expressions of interest from members with relevant skill sets but who resided outside the vacant areas. If there were no nominations from the floor for these positions, the PVI Board would co-opt from these expressions of interest. Rebekah then declared these positions vacant and that nominations from the floor would be taken. There were no nominations from the floor. The meeting was then handed back to the Chairperson.

REMITTS: there were no remits.

GENERAL BUSINESS:

1. Appointment of auditor.

Rebekah Graham nominated BDO Wellington. Seconded: Don Fairgray. All in favour, no abstentions, carried.

2. Subscriptions.

Don Fairgray proposed that we set the annual subscription fee at \$0.00. Seconded: David Heather. All in favour, no abstentions, carried. A suggestion from the floor was to allow for a koha. The EO will remind members of the give-a-little page for the giving of a receipted donation.

3. Other business

1. The Chair acknowledged the exiting Board members over the course of the past 12 months, Pascale Parenteau, Nick MacKay and Elizabeth Manson.
2. Mary Schnackenberg requested to speak. Mary thanked PVI for their ongoing support for children to attend the Ballet Touch Tours and for Audio Described Events in general. She was pleased that this year Te Matatini included audio description. Mary also noted the newly available telephone information service, TellMe, which Clive has privately set up and is different to the Blind Low Vision telephone information service (TIS).
3. Clive Lansink requested to speak. Clive thanked all those in attendance for their support over the weekend. He acknowledged that there were matters of disagreement between the RNZFB Board and the PVI Board but nonetheless he appreciated being able to hear what parents were saying and feeling.
4. 2024 AGM Date: 20 October in Auckland

There being no further business, Judith Hyslop declared the 2023 AGM for PVINZ closed at 10:10am.

Attendance record:

- | | | |
|----------------------|----------------------|----------------------|
| 1. Andrea Sergeant | 15. Jason Phillips | 29. Nikki Stokes |
| 2. Catherine Graham | 16. Jess MacKay | 30. Patrice Crawford |
| 3. Dan Barrat-Boyes | 17. Joe Dodd | 31. Peter Graham |
| 4. David Cullen | 18. Joe Graham | 32. Phil Parahi |
| 5. David Heather | 19. Judith Hyslop | 33. Rebecca Davey |
| 6. David Swney | 20. Julie Herbert | 34. Rebecca Johnson |
| 7. Don Fairgray | 21. Justine Edwards | 35. Rebekah Graham |
| 8. Elizabeth Manson | 22. Larni Jean Porou | 36. Rhonda Heather |
| 9. Fiona Shanahan | 23. Linda Fairgray | 37. Rosemary Cox |
| 10. Gemma Phillips | 24. Lisa Parahi | 38. Sonja Carpenter |
| 11. Glenn Goodfellow | 25. Luke Johnson | 39. Stacey Dodd |
| 12. Graeme Crawford | 26. Mark Davey | 40. Steven Paul |
| 13. Grant Shanahan | 27. Nettie Cullen | 41. Wendy Bungard |
| 14. Ivette Paul | 28. Nick MacKay | 42. William McGrath |

List of proxies:

- | | | |
|----------------------|-------------------|--------------------|
| 1. Tanya Ingram | 6. Sara Stedfast | 11. Tina Siraa |
| 2. Gary Ingram | 7. Rodney Shields | 12. Johannes Siraa |
| 3. Jessica McGrath | 8. Davena Shields | 13. Andrea Lamont |
| 4. Rebekah Penhall | 9. Christine Pask | 14. Kay Matthews |
| 5. Diligent Stedfast | 10. Nigel Pask | |

Guest attendees: Fraser Alexander, Clive Lansink, Mary Schnackenberg

2023 SGM Minutes - draft

MINUTES OF THE SPECIAL GENERAL MEETING FOR PVINZ INC. 5 November 2023 at the Movenpick Hotel, Wellington

Meeting opened at 9:20am by Judith Hyslop (Board Chair). Minute taker: Rebekah Graham (Board Secretary).

PRESENT: Rebekah Graham sent around an attendance record. A full list of the 42 attendees follows these minutes.

PROXIES: There were 14 proxies tabled. Rebekah confirmed proxy numbers. Proxies are listed after the list of attendees.

QUORUM: According to our Constitution Rule 8.4, the quorum for an Annual or Special General Meeting shall be four percent (4%) of the members eligible to vote. Rebekah confirmed numbers represented a quorum.

SGM 2023 PROPOSED MOTION: The proposed motion was sent around in full via email and on the PVINZ website. It was also available to attendees in the SGM documents. Judith Hyslop moved that we accept the proposed motion "That the proposed additions and amendments made to Parents of Vision Impaired (N.Z.) Incorporated Constitution and Rules be accepted".

Seconded: Nick MacKay. All in favour, no abstentions, carried. Board Secretary (Rebekah Graham) to print a hard copy of the updated Constitution and Rules document which will be signed by the PVI Board.

There being no further business, Judith Hyslop declared the 2023 SGM for PVINZ closed at 9:22am.

Attendance record:

- | | | |
|----------------------|----------------------|----------------------|
| 1. Andrea Sergeant | 15. Jason Phillips | 29. Nikki Stokes |
| 2. Catherine Graham | 16. Jess MacKay | 30. Patrice Crawford |
| 3. Dan Barrat-Boyes | 17. Joe Dodd | 31. Peter Graham |
| 4. David Cullen | 18. Joe Graham | 32. Phil Parahi |
| 5. David Heather | 19. Judith Hyslop | 33. Rebecca Davey |
| 6. David Swney | 20. Julie Herbert | 34. Rebecca Johnson |
| 7. Don Fairgray | 21. Justine Edwards | 35. Rebekah Graham |
| 8. Elizabeth Manson | 22. Larni Jean Porou | 36. Rhonda Heather |
| 9. Fiona Shanahan | 23. Linda Fairgray | 37. Rosemary Cox |
| 10. Gemma Phillips | 24. Lisa Parahi | 38. Sonja Carpenter |
| 11. Glenn Goodfellow | 25. Luke Johnson | 39. Stacey Dodd |
| 12. Graeme Crawford | 26. Mark Davey | 40. Steven Paul |
| 13. Grant Shanahan | 27. Nettie Cullen | 41. Wendy Bungard |
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List of proxies:

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| 3. Jessica McGrath | 8. Davena Shields | 13. Andrea Lamont |
| 4. Rebekah Penhall | 9. Christine Pask | 14. Kay Matthews |
| 5. Diligent Stedfast | 10. Nigel Pask | |

Guest attendees: Fraser Alexander, Clive Lansink, Mary Schnackenberg

2024 Reports (1 July 2023 to 30 June 2024)

Chair Report

At our 2024 Conference, we welcome nearly a third of our parent attendees as first timers - those coming to join us for the first time. Welcome in, enjoy your time with likeminded parents, listen and learn from those parents that have gone before you, and enjoy the ride. We can never underestimate the power of parents getting together face to face sharing their stories, 'tips and tricks' and of course the laughter and learning that goes along with it.

The organisation has had a full year, with significant changes to the disability sector, requiring PVINZ's advocacy voice more than ever. We are fortunate to have an organisation with a long proud history of advocacy for parents, which we have drawn on and extended this past year. PVINZ's EO, Rebekah, has worked tirelessly to keep parent voices and perspectives in the media and in front of decision makers.

As mentioned to you all at our last conference, PVINZ has had to brace itself for the financial impact of the current climate in the 'not for profit sector'. We are fortunate to have base funding from Blind Low Vision NZ and we are thankful for their continued support. However, sourcing other external funding options has proved to be as challenging as expected. We have reviewed our operating budget and pivoted on our delivery where we can. I must give special mention and thanks to the wonderful work that Tirzah Sheperd has been doing as our Treasurer. She has ensured we have accurate and up to date information for the Board to make informed decisions.

One of the areas that we have been able make a cost saving on is the area of Governance. Our current Board is experienced, well balanced and totally committed to the Mission, Vision and Values of the organisation. They freely give their time and expertise to PVINZ.

This year, we have one Board vacancy which has not been filled. I would like to suggest to the membership that we do not fill the vacancy we have in the Upper South Island. This would allow savings to the organisation while still allowing for confidence with those people around the Board table to capably lead us. As a Board our constitution does not allow us to disestablish Board positions without a change in our Constitution. I am hoping that these funding challenges will only be short term. These are tough times for all of us, and our organisation has not been excluded.

Thank you all for your ongoing support,

Nāku nā,

Judith

Operations Report

This report is presented against PVI's strategic goals 2020-2025 for activities undertaken in the FY to 30 June 2024.

PVI Strategic Goal 1: PVI families lead their respective goals as parents, siblings and vision-impaired persons

- written and oral submissions to governing bodies (see Appendix 1)
- advocacy and support provided directly to PVI families
- advocacy at national level re parents and families

PVI Strategic Goal 2: PVI families are connected to each other and to wider community supports

- Planned (and paid deposits for) our 2024 Conference and AGM, 18-20 October, Christchurch).
- Held (and paid residual costs for) our 2023 Conference and AGM, 3-5 November, Wellington.
- Produced and delivered x4 eVision (June 2023, December 2023, March 2024, July 2024). We have also produced regular email newsletters which have been sent during the non-eVision months.
- Parent support workers Rosemary (Auckland) and Jackie (Christchurch) continue to contact parents by phone and email.
- Pukekohe coffee group meets monthly
- Noho-based whānau wānanga for Māori whānau – held in July 2023 (Taupō) and May 2024 (Auckland).
- Maintained website, kept it up-to-date, and produced several blogposts.
- Maintained a regular posting schedule on our Facebook page.
- Seen increased membership to our Facebook group; this has been a core online site for parents to ask questions, interact, and share information.
- Held a two-session new parent induction via Zoom
- Held a two-session information series on advocacy

PVI Strategic Goal 3: PVI builds collaborative networks and continues to foster positive working relationships with external organisations

- SPEVI Communities of Practice online workshop
- Te Wānanga o Aotearoa; Disability Action Plan contributions
- Youth Employability Aotearoa
- VisAble Aotearoa
- Invitations to speak to teaching support teams
- Aotearoa Collective parent programme development
- Banzat; Board member (Justine)
- Blind Sector Network Aotearoa (BSNA)
- Whaikaha Carer Support team meetings to address issues
- Child Poverty Action Group and Fairer Futures Coalition
- NZ Carers and the Carers Alliance - ongoing collaboration and support.
- BLENZ Board Member (Justine)
- Research Collaboration with Kāpō Māori Aotearoa
- Parent/Family/Whānau network participation in consultation groups
- Waikato Wellbeing Project Kaitiaki Advisory Board

- Access Matters Aotearoa Trust
- Publications listed in Appendix 2

PVI Strategic Goal 4: PVI is a future-focused organisation that is adaptive and responsive to relevant changes

- Seeking ongoing and new funding opportunities
- Database is robust and up-to-date
- Media engagement regarding 18 March 2024 announcement from Whaikaha
- Held Board meetings in-person and via Zoom

Appendix 1: List of submissions to local and national bodies

- 4th Universal Periodic Review: feedback on recommendations
- Advisory group - review of Human Rights Act and health/disability consumers rights
- Auckland Long Term Plan submission
- Budget Policy 2024 and Oral presentation to Finance and Expenditure Committee on the Budget Policy
- Climate Adaptation Inquiry
- Clinical governance framework: collaborating for quality draft feedback
- Consultation on draft Code of Insured Persons' Rights now open
- Draft Government Policy Statement on land transport 2024 – Consultation document
- Dunedin city council – submission on destination playgrounds
- Feedback to Hamilton City Council on transportation options in the following areas: Hillcrest Road, Silverdale Road, Anglesea Road, Ellicot Road, Collins Roadcrossings, Ulster/Abbotsford Intersection Upgrade, Storey Avenue Safety Improvements, Clarkin Rd
- Hamilton Long Term Plan
- Immunisations: A Guide to the Strategic Approach to Immunisation in New Zealand from MOH
- Inquiry into the 2023 General Election
- Oral presentation to Hamilton City Council on roading/pedestrian/cycleway upgrades
- Oral submission to the Social Services and Community Select Committee regarding the Accessibility for New Zealanders Bill
- Royal Commission of Inquiry into COVID-19 Lessons Learned
- Transport submissions for Hamilton City Council on pedestrian and bike paths
- Written submission on playgrounds to Hamilton City Council

Appendix 2: Publications

- Brown, C., Graham, R., Wallace, A., & Hogan, A. (2023). Policy Brief on disability support: Stop driving disabled children into poverty. Child Poverty Action Group, Auckland, NZ Link: <https://www.cpag.org.nz/policy-briefs/disability-support>
- Graham, R., & Corlett, R. (2024) Parent perspectives on engaging with educators and specialist staff. Journal of South Pacific Educators on Vision Impairment (JSPEVI) 16(1), 38-44. Link: <https://www.spevi.net/jspevi/>
- Graham, R., & Masters-Awatere, B. (2024) Māori whānau of a vision-impaired student reflect on navigating the education system. Journal of South Pacific Educators on Vision Impairment. (JSPEVI) 16(1), 31-38. Link: <https://www.spevi.net/jspevi/>
- Graham, R., Bridgette Masters-Awatere, B., and Cowan, C. (2023). What do we know about the intersection of being blind and being Māori in Aotearoa New Zealand? Taking an applied community psychology approach to a systematic review of the published literature. Journal

of Community and Applied Psychology. Link:

<https://onlinelibrary.wiley.com/doi/full/10.1002/casp.2700>

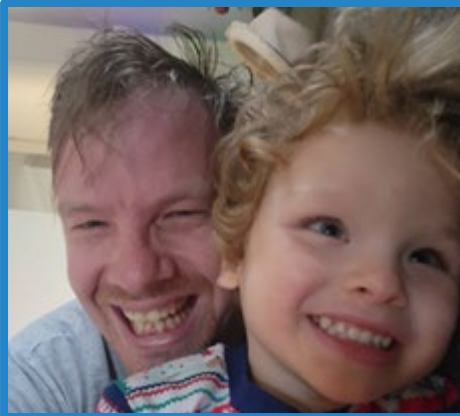
- Masters-Awatere, B., Cormack, D., Graham, R., Boulton, A., Brown, R., Tangitu Joseph, M. (2023). Whānau experiences of supporting a hospitalized family member away from their home base. *Kōtuitui: New Zealand Journal of Social Sciences Online*.
<https://doi.org/10.1080/1177083X.2023.2227234>
- Masters-Awatere, B., Cowan, C., Cowan, T., & Graham, R. (under review; 2024) Kia purangi aho ngā rāhui a Kōwhēori-19 ki ngai Kāpō Māori: The unseen experiences of kāpō Māori during COVID-19 lockdown in Aotearoa. *AlterNative*.
- Masters-Awatere, B., Graham, R., & Cowan, C. (2024) Working together to support self-determination for tāngata kāpō Māori: An exemplar. *Int. J. Environ. Res. Public Health* 2024, 21(3), 343; <https://doi.org/10.3390/ijerph21030343>
- Masters-Awatere, B., Young, P., & Graham, R., (2023). State agencies and researchers engaging with Indigenous communities on climate change adaptation planning: A Systematic Review. *MAI Journal* 11(1).
<https://www.journal.mai.ac.nz/10.20507/MAIJournal.2022.11.1.1>
- Rush, E., Graham, R., & Wensley, D. (2023). Policy Brief on food security: Ensure food security for all children. Child Poverty Action Group, Auckland, NZ Link:
<https://www.cpag.org.nz/policy-briefs/food-security>

Financial Reports

(attached as separate document)

Election of Officers

Board position: Upper North Island. Nomination received: William McGrath



I am proud to put my name forward to represent the Upper North Island on the PVI Board. Our whānau has been involved with PVI for almost three years now. We value the work Parents of Vision Impaired does to advocate for not only us as carers of special young people, but also for those young people. I wish to give back by helping ensure PVI continues and grows its legacy well into the future.

Our family lives in Pōkeno – Jess and I have two daughters (17 and 13) and one vision impaired son (4) who has Joubert Syndrome, an ultra-rare genetic disorder

resulting in a range of health problems.

I lead a team of developers managing software for Fisher & Paykel Healthcare. In my spare time, I enjoy music, vintage computing and brewing beer.

Board position: Central North Island. Nomination received: Dan Barratt-Boyes

Board position: Tangata Whenua. Nomination received: Justine Edwards (incumbent)



Kia ora koutou,

I am a mother of 4, I have 2 girls; Giana and Kadence, and 2 boys; Robbie and Izzy. My daughter Giana has Septo Optic Dysplasia, she is totally blind but does amazing!! We live in Kirikiriroa where I work in early childhood education (ECE). In my free time I like to chill out with my children watching movies or going out for family adventures.

I have been on the PVI board for three terms; prior to that I was the Parent Support Worker (Waikato) for PVI. I would phone whānau to see how they were doing,

planned coffee mornings, and a family camp out in Raglan which was a great success. My experience of being on the PVI Board has been awesome. I feel heard and it is great to be able to have input into things that further support our PVI Whānau. It has been a rewarding experience to work alongside the other Board members, to see their skills which contribute to PVI, and to be able to bring my knowledge and experience as the parent of a totally blind child.

I am currently on the Board for BLENNZ, and maintain strong relationships with staff, including with the RTV's (who have supported Giana throughout her life). I always love meeting new and old whanau through immersion weeks and courses at Homai.

Through studying early childhood education, I can see how important it is for our education system to be inclusive for all children and see each individual and their whanau uniquely. Through my experience with Giana I understand how important it is for us as parents to advocate for our children so they get the support they need. It is important to me that we create an environment that is inclusive.

Board position: Anywhere in New Zealand. Nomination received: Tirzah Shepherd (incumbent)



I live in Whitford, Auckland (on a lifestyle block) with my husband Rodger. We have been here for the last 21 years. Our daughter Ashley has CVI and right hemiplegia due to oxygen deprivation at birth. Ashley now lives by herself (with lots of support from us) in Howick and is 25 years old. Our youngest daughter Juliet has just moved to Cambridge University in the UK for her Masters in Materials Engineering

I am a chartered accountant, and I work part time on several small companies that we are involved with. I also am Treasurer of two local charities/community trusts in our area and look forward to bringing these skills to the PVI Board.

We have been part of PVI for around 2 decades now, we attend conference as work allows, and you may have seen me comment now and then in the Facebook group.

I feel I have the required skills and time to take on the Treasurer role and keeping the PVI accounts up to date. But also feel I have a lot to offer other parents, having been on this vision impaired/disability journey for some time now. Invaluable knowledge has been gained!

I keep an active lifestyle through competitive tennis, and lots of mountain biking and walking. We also have a short haired border collie that always requires attention and walks.

PROXY FORM

For the PVI Annual General Meeting to be held at 10am,
Sunday, 20 October 2024

At the Christchurch Airport Novotel, Christchurch

Parent/ Caregiver 1:

Parent Caregiver 2:

II
(Full Name of Member) (Full Name of Member)

Of.....
(Address)

Being registered parents/caregiver of Parents of Vision Impaired (NZ) Inc
and the parents/caregivers of

.....
(* Information required to confirm membership)

Hereby appoint

.....
Who is a registered member of Parents of Vision Impaired (NZ) Inc. and is
attending the Annual General Meeting, OR the Chairperson of the meeting, to carry
my proxy vote.

Signed Date.....

Please ensure this form is returned to PVINZ, PO Box 5629,
Frankton, Hamilton 3242
OR is sent to your nominated representative
OR emailed to rgraham@pvi.org.nz ensuring it arrives BEFORE the
AGM begins.